

Supervisors' Guide

Purdue University's Center for Healthy Living Mammography Screening Event

In an effort to increase mammogram screening rates, along with awareness, we are offering a program through Franciscan Health Lafayette Breast Center to reduce any barriers to obtaining a preventive mammography screening. Mammogram screenings are an important, preventive screening and Purdue University wants to ensure its benefits-eligible employees have an opportunity to have these screenings done.

Purdue's screening rates for mammograms have increased from 39 percent in 2014 to 70 percent in 2019. However, the screening rate dropped by 3 percent in 2020 to 67 percent, which can be attributed to COVID-19. An increase in screening rates was seen again in 2021 with a one percent increase from 67 to 68 percent. Purdue strives to be best in class in all areas and our population health benchmark for mammograms is a best-in-class percentage of 79 percent.

Who is eligible for mammography screenings?

Benefits-eligible employees at the West Lafayette campus and their covered spouses are eligible to register with priority given to those who have not had a screening within the past two years or more. Note: The screening campaign is only available to females (employees and/or covered spouses).

What does the screening event offer eligible employees?

- Employees will be provided up to 90 minutes of paid release time with supervisor approval to allow for travel to Franciscan Health Lafayette Breast Center, complete screening and return to Purdue.
- The employee does not need to make up the paid release time.
- The mammography screening will be provided at no charge to the employee as preventive mammography screenings are covered at 100 percent on any health plan.

How does an employee participate?

The employee will complete the following steps:

- Talk with the supervisor to discuss acceptable times to be away from the workplace and any appointment times the employee should avoid.
- Call Franciscan Health Lafayette Breast Center at 877-233-2774 to register for a screening day and time by **June 16**. Callers will be asked for location of exam (Lafayette) and type of exam (Screening Mammogram). Phone lines to register are open 8 a.m. to 5 p.m. Monday through Friday.
- Go to the appointment.
- Record the time away on the time sheet as "Other leave."

Release time for this event is a privilege and is not a guaranteed benefit.

Employees who abuse the privilege to participate may have the privilege revoked or will be subject to disciplinary action up to and including termination.

Where do employees go for the screening?

Mammography screenings are being completed at Franciscan Health Lafayette Breast Center located at 3920 St. Francis Way, Suite 215, Lafayette.

Registered employees will provide their own transportation to their screening appointment; those who utilize university vehicles as their main means of transportation are included and able to drive to and from the screening.

When can the employee go?

Mammography screenings are the following days and times:

- Wednesday, June 21: 7 a.m. to 5:50 p.m.
- Thursday, June 22: 7 a.m. to 5:50 p.m.
- Friday, June 23: 7 a.m. to 4:50 p.m.
- Saturday, June 24: 19: 7:30 a.m. to 3:10 p.m.

How should our department prepare?

Departments are encouraged to establish protocol for submitting, considering and approving participation in a manner that best fits their business needs. Participation in Purdue University's mammography screenings event should not negatively impact attendance or an employee's performance of job responsibilities.

[HR Business Partners](#) are available to answer questions and to help you establish procedures that will work efficiently in your area.

Does the employee have to provide proof of attending the mammography screening?

When talking with their supervisor, employees should ask whether they need to provide proof of attendance. If their supervisor requires proof, the employee can request a note at the appointment. HIPAA laws cover the screening, so the note will only confirm attendance and will not include any personal health details.

Questions?

Please contact Human Resources at 765-494-2222 or hr@purdue.edu.