

## Before the scan begins:

- In health research involving employees, your staff representation or works council has the right to give consent. Coordinate the research with them;
- Inform your employees in advance about the content, purpose, and procedure of the research. This increases the participation rate.



## Inviting the employees:

- Uploading the names and email addresses of your employees:
  - a. *Customized*: You provide the data in a secure environment using an Excel or CSV file.
  - b. *Webshop*: After purchase, you can manually enter the data.
- PSA-index BV sends the invitation to your employees via email within 24 hours to complete the questionnaire;
- After 7 and 14 days, PSA-index BV sends a reminder email to your employees if they haven't completed and submitted the questionnaire yet;
- If an employee has started the questionnaire but hasn't finished, they will receive notifications in the app.



## Filling in the questionnaire:

- Employees download an app from Google Play or the App Store on their mobile phone or tablet and sign in using the details provided in the invitation;
- Employees complete the questionnaire and have the option to pause and resume it later if desired;

## Procedure for purchasing a license

- During the completion of the questionnaire, employees immediately see their sub-score after each sub-item such as workload, need for recovery etcetera;
- Immediately after answering the last question, employees receive the result of the risk score (indicating the likelihood of worsening symptoms leading to absence), marked as green, orange, or red (refer to Model for explanation);
- All results can be downloaded as a PDF file;
- Afterward, employees submit the questionnaire data, and the questionnaire is closed;
- Upon closing the questionnaire, employees can proceed to a page providing explanations and advice regarding their result.



### The follow-up:

- Employees with a red or orange result, if desired, receive another invitation for the questionnaire after 3 and 6 months. This questionnaire includes the PSA index and a short list of questions about actions taken, among other things.