

Welcome McMaster University and the Privit Health Profile,

Please note that the following instructions are for First Year Student Athletes (including Transfer Students). There are separate instructions for Returning athletes that can be found on the Home Page.

The following process serves several very important purposes. For starters, it allows you to create an on-line health profile that you will continue to update and use throughout your McMaster experience. This information collected is vital for us, your support staff to have readily at our disposal in case of injury or illness. Having your health history helps us to ensure that your care is managed appropriately and efficiently. Privit also allows the Department to gain insurance information that is important in helping to recuperate some of the expenses of providing care to you and your fellow athletes. It also provides a platform to share information on important topics and to provide access to campus and community supports and Department policies and procedures. Lastly, it allows your support staff the opportunity to recognize flags or areas of concerns that may require follow-up or specific modifications to your programming – it gives us a head start on providing individual support to those that require it. It helps us, help you.

This process will take upwards of sixty minutes to complete. Please take your time – absorb the information provided and complete all sections thoroughly and honestly.

Follow all the steps below to complete your required medical clearance status. (These registration instructions are ONLY for first year student athletes. It's recommended that you complete this information from a PC or Laptop). Please be both thorough and honest when completing each section as this information could be critical in ensuring that you receive the support you require should you become injured or sick.

As a first year student athlete, you are also required to receive a physical examination from a doctor to gain medical clearance by the athletic department prior to participation in your sport. It's recommended that you have your Family Doctor perform the Physical Examination. Ensure that they sign your Exam Form upon its completion and then upload the form into your Privit Profile (see Step 14).

Contact Privit's Support Desk at 1- 844- 234- HELP (4357) available Monday – Friday 8:00 AM - 5:00 PM Eastern Time if you have any questions during registration.

Before you start, be sure to have the following information on hand:

- Email address and Password (create a password you will remember in future years)
- Personal and Family Medical History
- Primary Health Insurance (Provincial Health Card #)
- Secondary Insurance (Private Insurance Coverage through Parent/Guardian)

START HERE: Click on this website link mcmasterathletics.privitprofile.ca or enter it into your browser (Note: there is no www.)

Step 1: Click REGISTRATION to create an account with Privit. Make sure you select your role as Student Athlete.

Step 2: From the Home page, scroll down to the UPDATE tab beside JOINED TEAMS and select your participating on, click done

Step 3: From the Home page, click the START tab beside the PERSONAL DETAILS section to provide demographic information. (Section 2 Primary Insurance, select "Provincial Health Card #) Once all 4 sections are complete click SAVE & EXIT. From the Home page, make sure it is indicating 100% complete in order to access the E-PPE questionnaire in Step 4.

Step 4: From the Home page, click the START tab beside the E-PPE QUESTIONNAIRE section to provide your medical history details. Complete all 17 sections then SAVE & EXIT. Make sure it is indicating 100% complete on the Home page. ***Be sure to check the box at the bottom** that states "I have thoroughly read all questions on this page and answered them to the best of my knowledge."

Step 5: From the Home page, click the START tab beside the MENTAL HEALTH MODULE. Review the videos and answer any required information. Once completed, click SUBMIT. Then click the blue SIGN tab.

Creating E-Signature: A new message will appear, click the blue tab "Create New Signature". You can use the cursor on a computer or with your finger on a tablet device to create an electronic signature. Click SAVE and then DONE to return to the Home page. From the Home page underneath or beside the form click on SIGN and a new screen will open with your signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page. Underneath this form on the Home page, it now should indicate *Signed by Student Athlete*.

Step 6: From the Home page, click the START tab beside the SLEEP QUALITY ASSESSMENT. Review the videos and answer any required information. Once completed, click SUBMIT apply your e-signature to the document. Click DONE to return to the Home page. Underneath this form on the Home page, it now should indicate *Signed by Student Athlete*.

Step 7: From the Home page, click the START tab beside CONCUSSION EDUCATION POLICY. Review the McMaster University Concussion Guidelines and additional video content. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. Underneath this form on the Home page, it now should indicate *Signed by Student Athlete*.

Step 8: From the Home page, click the START tab beside the SADS EDUCATION VIDEO. Review the videos and answer any required information. Once completed, click SUBMIT apply your e-signature to the document. Click DONE to return to the Home page. Underneath this form on the Home page, it now should indicate *Signed by Student Athlete*.

Step 9: From the Home page, click the START tab beside WAIVERS. Review each of the documents thoroughly. Once completed, and if in agreement with their content, click SUBMIT and apply your e-signature. Click DONE to return to the Home page. Underneath this form on the Home page, it now should indicate *Signed by Student Athlete*.

Step 10: From the Home page, click the blue SIGN tab beside SIGN DOCUMENTS. A new page will open with a list of reports. Underneath Privit Profile Medical History Summary select the blue highlighted *Student/Athlete* click here to sign. Apply your e-signature to the document. Click DONE to return to the Home page.

NOTE: If you participate in the following sports: Basketball, Cross Country, Football, Rugby, Soccer, Swimming, Volleyball and Wrestling continue to Step 11 and 12 to complete the other forms on your Home Page.

NOTE: If you DO NOT participate on Basketball, Cross Country, Football, Rugby, Soccer, Swimming, Volleyball and Wrestling, please proceed to **Step 13**.

Step 11: From the Home page, click the START tab beside PRIVATE INSURANCE INFORMATION. If you have insurance coverage through your Parents/Guardian or an outside organization, select Yes and you're required to complete the information within this form. If you do not have outside insurance coverage select 'No'. Once you've filled out all the information, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page.

Step 12: If you answered Yes in Step 11 and you have outside insurance coverage, then the ONLINE BILLING FORM will appear on your Home page. Click START and a new page will appear with instructions on how to complete the form. Click on the link within the form and a PDF document titled Benefit Assignment Form for Online Billing will open. Complete this document online then PRINT it out and have your parent/guardian or approved Plan Member sign Page 1 and Page 3. After both pages are signed, follow the instructions within the form to upload Page 1 and Page 3 into your profile. Once you have uploaded both the signed Page 1 and Page 3 into your profile, click SUBMIT and apply your e-signature. Click DONE to return to the Home page

Step 13: From the Home page, click scroll down to the blue PRINT DOCUMENTS tab (your PERSONAL DETAILS & E-PPE QUESTIONNAIRE must both indicate 100% complete in order to access). Within PRINT DOCUMENTS check the boxes beside the Privit Profile Medical History Summary and Physical Examination Form to print both forms. The student athlete will **take these forms with them to their required physical examination and have the Physical Exam Form completed and signed by the doctor**. It is recommended that you book your physical with your Family physician. Not only is your Family doctor familiar with you and your family's history but the cost of the visit is covered by OHIP. If this is not possible, you can make an appointment to see one of the Sport Medicine physicians at the David Braley Sport Medicine Clinic on campus by calling 905 525 9140 x23575, however there would be a cost of \$100 associated with it.

Step 14: Once the Physical Examination Form is signed by a Physician/Doctor, you are then required to upload this form back into your health profile. You can do this by scanning and uploading it through your computer, or you can do it on your smartphone or mobile device by entering in

mcmasterathletics.privitprofile.ca (there is no www.) into the browser on your phone.

Log into your account.

From the Home page scroll down and select the blue MANAGE DOCUMENTS tab. A new page will open where you will click on the blue UPLOAD DOCUMENT tab.

- From here select "Choose File" and it will ask you to take a photo with the camera on your phone. Take a photo of the signed Physical Examination Form.

- Then select the “Document Type” as Physical Examination Form, then click the blue UPLOAD tab. Once the Upload is complete you’ll be directed to the Manage Documents where you should be able to see a copy of all your documents. Click done and return to the Home page.

Important:** Once the required e-signatures have been applied to the necessary forms, the signed document will become available automatically for the appropriate staff member for review and approval. The **Completion Status** bar should turn green and indicate **Submission Complete**. If the status bar is still orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A staff member at the school will update the “PENDING” or “NEEDS UPDATE” Clearance Status, the status is not automatically updated.

Step 15: The final step in the process is for your Supervisory Therapist to review your completed Profile and assign it a ‘Cleared’ Status

Reminder: If you have health and wellness related questions contact your Supervisory Therapist.

Chris Puskas: Football, Soccer’s and Rugby’s
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Carly Vandergruent: Basketball’s, Volleyball’s, Wrestling, Cross Country and Swim.
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Note: Claire Arsenault is not involved in the Medical Clearance/Privit process. If you are having technical issues contact Privit’s Support Desk at 1- 844- 234- HELP (4357) available Monday – Friday 8:00 AM - 5:00 PM Eastern Time.