

## Medical Information Instructions (under 18)

Welcome to the Kitchener Rangers,

Your player is required to receive a mandatory medical examination prior to the beginning of the season by your family physician or doctor. As a parent/guardian please take 20 minutes to register an account online to complete all your player's health and insurance information prior to the examination. Once you have completed your player's health information, Step 10 will ask you to print off the required document for their medical examination. The OHL Medical and Clearance form must be signed by a doctor/physician. It is recommended that you complete everything from a PC or tablet device.

*(These registration instructions are ONLY for players who are under the age of 18 and require a Parent/Guardian to register their information. Players must have the OHL Medical and Clearance Form signed and submitted to the team no later than Friday, August 18th, 2023)*

**Privit Support: 1- 844- 234- HELP (4357) Mon - Fri 8:00 AM - 5:00 PM (ET)**

Before creating or updating your health profile, we recommend you have the following information available:

- Returning Players: Email and Password (if you created an account last season)
- Medical History (Immunizations/Allergies/Medications/Injuries)
- Emergency Contact Information
- Provincial Health Card #/ SIN #
- Benefits Coverage through Parent/Guardian

### **FOLLOW ALL 10 STEPS BELOW:**

**Step 1:** Start by clicking on this link [kitchenerangers.privitprofile.ca](http://kitchenerangers.privitprofile.ca) or entering it into your browser (NOTE no www.)

**Returning Players** – Click **LOG IN** and use the same email address and password from last season.

**New Players** - Click **REGISTRATION** to create an account with Privit. Make sure you select your role as Parent/Guardian. Please follow the bullet point instructions below.

- You will then be directed towards the [Home](#) page. On the left underneath your name click on "Add Member". A new page will open where you can complete your player's information. You will then be taken to a page that says Copy Data. Select the grey "Cancel" tab at the bottom and you'll be taken back to the [Home](#) page. *When adding your player, check the 'Enable Login' box and provide the player's email address and create a password for them*
- Be sure the player's name is below your name on the [Home](#) page. Select their name and a new [Home](#) page will appear with information to complete for the athlete.

**Step 2:** From the [Home](#) screen make sure your player's name is showing at the top and click the blue Update tab beside **JOINED TEAMS**. A page will open where you will see the Kitchener Rangers. Simply check the box beside the team, then click the blue Done tab and you'll be taken to the [Home](#) page.

**Step 3:** From the [Home](#) page select the blue Start tab beside **PERSONAL DETAILS**. You will be taken to Section 1: *Personal Information*. Answer the fields with a red asterisk, then click next to Section 2: *Primary Insurance* where you will enter the player's provincial health card #. Complete 100% of all 4 sections. Click Save & Exit when finished. ***Back on the Home page make sure the Personal Details is showing 100% complete.***

**Step 4:** Next step, on the [Home](#) page select Start beside the **E-PPE QUESTIONNAIRE** and complete all **100%** of the 15 sections. For returning players, make sure you update any health history information that changed since last season as your doctor/physician will need to be aware of this during your physical examination. Answer every question with a **red asterisk\*** in all the sections. Click Save and Exit when finished. When complete, you will be taken back to the [Home](#) screen. ***Make sure both Personal Details and E-PPE questionnaire show they are 100% or else you won't be able to Print Documents.***

**Step 5:** Click the START tab beside **PLAYER INFORMATION**. Fill out any required information that isn't already prepopulated into the form. Once completed, click SUBMIT. Then click the blue SIGN tab. *"If you have an existing PRIVIT profile and are a returning player, please review carefully any information previously provided and update accordingly."*

**Returning Players** – As a Parent/Guardian your e-signature will appear that you created last season.

- Attest then click SIGN DOCUMENT. Click DONE to return to the [Home](#) page. On the Home page under this form, there will be a green check mark indicating *Signed by Parent/Guardian*. Also under this form, it will now indicate *Player click here to sign*. Click there and repeat the same process to create and apply your Player's e-signature. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Player*.

**New Players** - A new message will appear, click the blue tab "Create New Signature".

- As the Parent/Guardian you will create your own signature. You can use the cursor on a computer or with your finger on a tablet device to create an e-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 e-signature. Attest then click SIGN DOCUMENT. Click DONE to return to the Home page.
- On the Home page under this form, it will now indicate *Player click here to sign*. Click there and repeat the same process to create and apply your Player's e-signature. Once everything is complete, on your Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Player*.

**Step 6:** Click the blue START tab beside **BENEFITS COVERAGE FORM** and complete any additional coverage your player is covered under by selecting yes. ***When you enter in the Annual Limit of any coverage just put the value without a \$ sign.*** Once you've entered in the coverage information, select the blue SUBMIT tab and apply your e-signature to the document. Click DONE to return to the Home page. On the Home page under this form, click *Player click here to sign* then apply their e-signature. Once everything is complete, on the Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Player*.

**Step 7:** From the [Home](#) page, click the START tab beside **OHL CONCUSSION SAFETY**. Review all the information with your player then select the blue SUBMIT tab. Apply your e-signature to the document. Click DONE to return to the Home page. On the Home page under this form, click *Player click here to sign* then apply their e-signature. Click DONE to return to the Home page. Once everything is complete, on the Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Player*.

**Step 8:** From the [Home](#) page, click the START tab beside **CHL ANTI DOPING POLICY**. Review all the information with your player then select the blue SUBMIT tab. Apply your e-signature to the document. Click DONE to return to the Home page. On the Home page under this form, click *Player click here to sign* then apply their e-signature. Click DONE to return to the Home page. Once everything is complete, on the Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Player*.

**Step 9:** From the [Home](#) page, click the START tab beside **ROWAN'S LAW EDUCATION**. Review all the information with your player then select the blue SUBMIT tab. Apply your e-signature to the document. Click DONE to return to the Home page. On the Home page under this form, click *Player click here to sign* then apply their e-signature. Click DONE to return to the Home page. Once everything is complete, on the Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Player*.

**Step 10:** From the [Home](#) page, click the START tab beside **HAZING POLICY**. Review all the information with your player then select the blue SUBMIT tab. Apply your e-signature to the document. Click DONE to return to the Home page. On the Home page under this form, click *Player click here to sign* then apply their e-signature. Click DONE to return to the Home page. Once everything is complete, on the Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Player*.

**Step 11:** From the [Home](#) page, click the START tab beside **DIVERSITY CHATS**. Review all the information with your player then select the blue SUBMIT tab. Apply your e-signature to the document. Click DONE to return to the Home page. On the Home page under this form, click *Player click here to sign* then apply their e-signature. Click DONE to return to the Home page. Once everything is complete, on the Home page underneath this form there will be a green check mark indicating *Signed by Parent/Guardian* and *Signed by Player*.

**Step 12:** 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* you will see the blue highlighted [Parent click here to sign](#) and [Player click here to sign](#). Apply your e-signature to the document. Then apply your payer's e-signature to the document. Click DONE to return to the Home page.

**Step 13:** When all the information is 100% complete on the [Home](#) page, you'll need to print a document and bring it to the medical examination for the doctor/physician to complete and sign. From the [Home](#) screen select the blue **PRINT DOCUMENTS** tab. A page of printout forms will open. The document you need to print off is the "**Medical and Clearance Form**". Click download beside both and print the document.

**Step 14:** Once the **Medical and Clearance 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 by logging into your player's account. You can do it on your smartphone or mobile device by entering in [kitchenerrangers.privitprofile.ca](https://kitchenerrangers.privitprofile.ca) (There is no www.)

- 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 upload the document
- Then select the "Document Type" as **Medical Clearance 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. Repeat the same process for the **Examination Form/Certification**

If you have any questions or concerns: Please contact Dan Lebold at [dlebold@kitchenerrangers.com](mailto:dlebold@kitchenerrangers.com) (519) 504-1550 or Cory Birk, Athletic Therapist, [cbirk@kitchenerrangers.com](mailto:cbirk@kitchenerrangers.com) (519) 498-8381.

*\*If you have a copy of your player's immunization records, please submit it along with the OHL Medical and Clearance Form*



**Important\*\*:** Once the required e-signatures have been applied to the necessary forms, the document will become available 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 within the organization will update the "Pending" or "Needs Update" **Clearance Status** after they've reviewed your player's documentation.