

Medical Information Instructions (over 18)

Welcome to the Kitchener Rangers,

Players are required to receive an annual physical examination to gain medical clearance by the OHL prior to participating at training camp. This involves going to see your family physician or doctor and have them sign your Medical and Clearance Form. The instructions below will allow you to create an online health profile that you will continue to update and use in future years as a player. So, take the time to enter your information in thoroughly. Follow the steps below as Step 10 will ask you to print off the required document for your medical examination. It is recommended that you complete everything from a PC or laptop device.

(These registration instructions are ONLY for players who are 18 yrs of age or older. Players must have the OHL Medical and Clearance Form signed and submitted no later than Friday, August 18th, 2023)

Privit Support: 1- 844- 234- 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:

- Email and Password (if you created an account previously)
- 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 kitchennerrangers.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 Player.

Step 2: From the **Home** page, click the **UPDATE** tab beside **JOINED TEAMS**. A new page will open. Check the box beside Kitchener Rangers, 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.**

Step 4: From the [Home](#) page, click the START tab beside the **E-PPE QUESTIONNAIRE** section to update and provide your medical history information. 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. Complete all 15 sections then SAVE & EXIT.

On the Home page, 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: From the [Home](#) page, click the START tab beside **PLAYER INFORMATION**. Fill out or update any required information. Once completed, click SUBMIT. Then click SIGN.

“If you have an existing PRIVIT profile and are a returning player, please review carefully any information previously provided and update accordingly.”

Returning Players – Your e-signature will appear. 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 Player*. If you didn't create an e-signature last season, refer to the instructions below for *New Players*.

New Players - 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. On 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, there will be a green check mark indicating *Signed by Player*.

Step 6: From the [Home](#) page, click the START tab beside **BENEFITS COVERAGE FORM**. Fill out or update all the required insurance coverage information you have through your Parent or Guardian. **When you enter in the Annual Limit of any coverage just put the value without a \$ sign**. Once completed, click SUBMIT and apply your e-signature to the document. Click DONE to return to the Home page. When completed properly, underneath this form on the Home page there will be a green check mark indicating *Signed by Player*.

Step 7: From the [Home](#) page, click the START tab beside **OHL CONCUSSION SAFETY**. Review all the information. Click SUBMIT then apply your e-signature to the document. Click DONE to return to the Home page. When completed properly, underneath this form on the Home page there will be a green check mark indicating *Signed by Player*.

Step 8: From the [Home](#) page, click the START tab beside **CHL ANTI DOPING POLICY**. Review all the information. Click SUBMIT then apply your e-signature to the document. Click DONE to return to the Home page. When completed properly, underneath this form on the Home page there will be a green check mark indicating *Signed by Player*.

Step 9: From the [Home](#) page, click the START tab beside **ROWAN'S LAW EDUCATION**. Review all the information. Click SUBMIT then apply your e-signature to the document. Click DONE to return to the Home page. When completed properly, underneath this form on the Home page there will be a green check mark indicating *Signed by Player*.

Step 10: From the [Home](#) page, click the START tab beside **HAZING POLICY**. Review all the information. Click SUBMIT then apply your e-signature to the document. Click DONE to return to the Home page. When completed properly, underneath this form on the Home page there will be a green check mark indicating *Signed by Player*.

Step 11: From the [Home](#) page, click the START tab beside **DIVERSITY CHATS**. Review all the information. Click SUBMIT then apply your e-signature to the document. Click DONE to return to the Home page. When completed properly, underneath this form on the Home page there will be a green check mark indicating *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* select the blue highlighted [Player click here to sign](#). Apply your 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 for 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 documents out.

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 (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 (519) 504-1550 or Cory Birk, Athletic Therapist, 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.