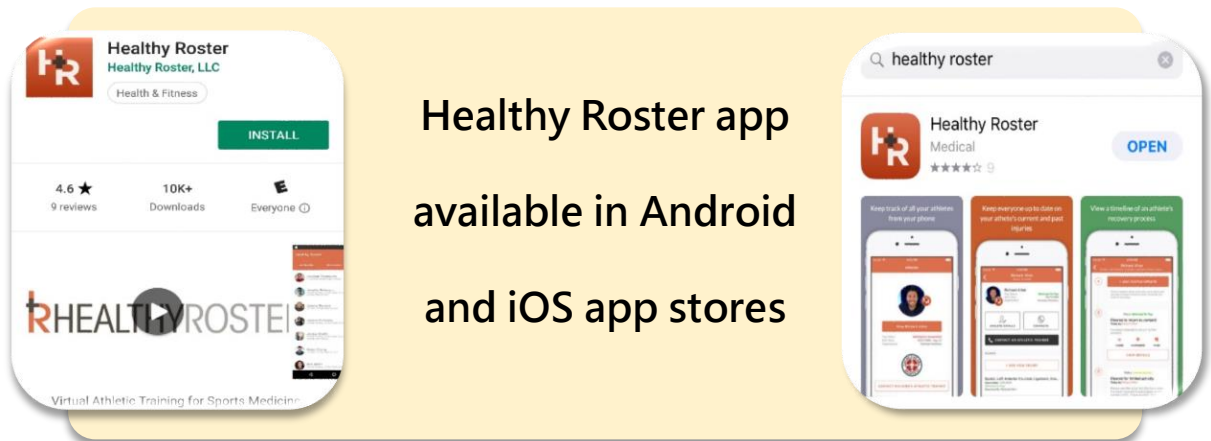


Baldwin Athletic Registration and Healthy Roster: Parent Information Sheet

About Healthy Roster

Healthy Roster is a HIPPA-secure website/app that the Baldwin athletic department has implemented for athlete health information. Our certified athletic trainers, Natalie Sorce and Caitlin Schlechter, use this system to document athlete injuries, provide updates on injuries and treatments, file physicals digitally, and contact parents.



Healthy Roster app
available in Android
and iOS app stores

Parents:

- Will be able to fill out the physical packet digitally on Healthy Roster
- Will be able to see any updates on their child's injury that the athletic trainers input into the system and comment on updates with questions or concerns
- Can contact the athletic trainers through the website/app's messaging feature
- Will be able to upload documents such as doctors notes simply by taking a picture
- Can ONLY see health information of their respective children

Coaches will have access as well to see how their athletes are doing, treatments their athletes received. Additionally, parents and coaches can add injuries that the athletic trainers may not have been informed about.

Athletic Registration Information

Because parents can only see their own children's Healthy Roster profile, Healthy Roster requires parent emails in order to send each parent an individualized access code as to keep health information private and in accordance with HIPPA guidelines.

To make this process go as flawlessly as possible we use our Athletic Registration process via Google Forms that we will be **requiring** of any athlete interested in playing a sport. This registration will allow us to create a spreadsheet of required information to upload to Healthy Roster in order for you to receive the individualized access code (via provided email) to log into your child's Healthy Roster account and access the digital physical.

If your child(ren) have not registered, they **WILL NOT** be permitted to participate in a sport. A separate registration is required of each child registering. Please complete this at your earliest convenience.

Athletic Registration 2020-2021 link: <https://forms.gle/2Gtqc1cVCNJcjLUb7>

Accessing the Digital Physical Packet

Once your child is registered via the Google Forms registration, our athletic trainers will be able to upload your information into Healthy Roster, so keep an eye out in your email for an access code from Healthy Roster, this will take about 3-5 business days. Once you've received the email, log into healthy roster by following the instructions on the email.

If you have already registered a child with Healthy Roster in the past, you will not receive an access code email for the newly registered child as long as you have registered both children with the same parent email.

*** You will find PDF instructions for how to fill out and sign the digital physical packet on the school athletics website**

<https://baldwinfightinghighlanders.org/>

Go to the MORE tab > FORMS > HEALTHY ROSTER PHYSICAL INSTRUCTIONS

Digital Physical Packet Instructions

Once your child is registered via the Google Forms registration, our athletic trainers will be able to upload your information into Healthy Roster, so keep an eye out in your email for an access code from Healthy Roster. Once you've received the email and set up an account refer to the below instructions to fill out your child's physical packet.

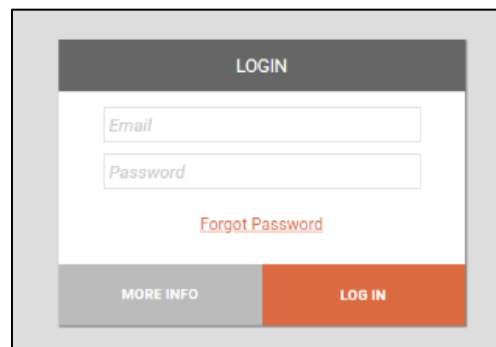
(Healthy Roster general link) <https://www.healthyroster.com/>

(Healthy Roster log-in link) <https://dashboard.healthyroster.com/Account/Login?returnUrl=%2F>

How to fill out your child's physical on Healthy Roster

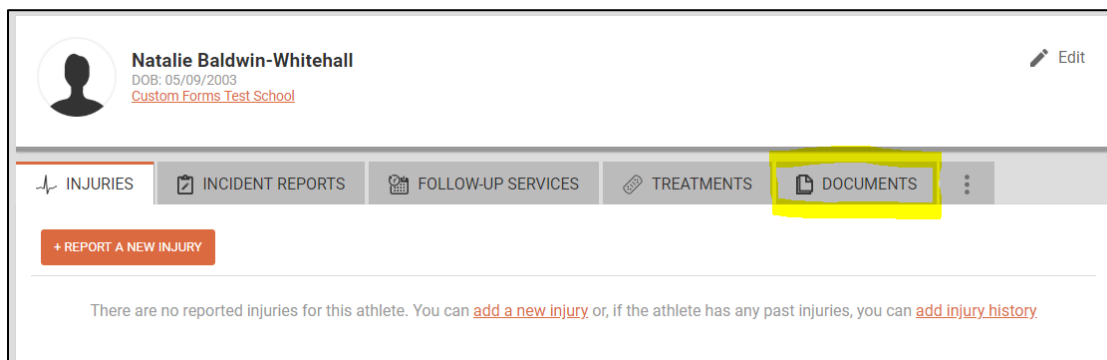
Reminder: All portions of the physical must be completed after June 1, 2020 in order to be eligible to participate in 2020-2021 school year sports.

1. Log into Healthy Roster



The screenshot shows the login interface for Healthy Roster. At the top, there is a dark grey header with the word "LOGIN" in white. Below this, there are two white input fields: "Email" and "Password". Underneath the password field is a red link that says "Forgot Password". At the bottom of the form, there are two buttons: a grey button labeled "MORE INFO" and an orange button labeled "LOG IN".

2. Select "Documents" from the tabs




The screenshot shows the user profile page for Natalie Baldwin-Whitehall. At the top left, there is a profile picture placeholder, the name "Natalie Baldwin-Whitehall", the date of birth "DOB: 05/09/2003", and a link "Custom Forms Test School". To the right of the name is an "Edit" button with a pencil icon. Below the profile information is a horizontal navigation bar with several tabs: "INJURIES", "INCIDENT REPORTS", "FOLLOW-UP SERVICES", "TREATMENTS", and "DOCUMENTS". The "DOCUMENTS" tab is highlighted with a yellow box. Below the navigation bar is a red button that says "+ REPORT A NEW INJURY". At the bottom of the page, there is a message: "There are no reported injuries for this athlete. You can [add a new injury](#) or, if the athlete has any past injuries, you can [add injury history](#)."


3. Information you will need to fill out

- a. Allegheny Health Network – Authorization for Release of Protected Info (this allows our certified athletic trainers to communicate injuries with coaches to determine the best course of action for your child’s recovery should they sustain an injury)
- b. Allegheny Health Network – Consent to Treat (this allows our certified athletic trainers to evaluate and treat your child for injuries they may sustain)
- c. Baldwin Whitehall HS – Athlete Agreement & Release
- d. PIAA CIPPE – Section 1 & 2
- e. PIAA CIPPE – Section 3 & 4
- f. PIAA CIPPE – Section 5
- g. PIAA CIPPE – Section 6 (Must be downloaded, printed, filled out by a doctor and uploaded back into Healthy Roster once complete)
- h. PIAA CIPPE – Section 7 (Recertification form - only required if a student has completed a physical earlier in the school year and is playing a second or third sport later in the year)

Once in the “documents” tab you will see this



Natalie Baldwin-Whitehall
DOB: 05/09/2003
[Custom Forms Test School](#)

 Edit

INJURIES

INCIDENT REPORTS

FOLLOW-UP SERVICES




TREATMENTS

DOCUMENTS

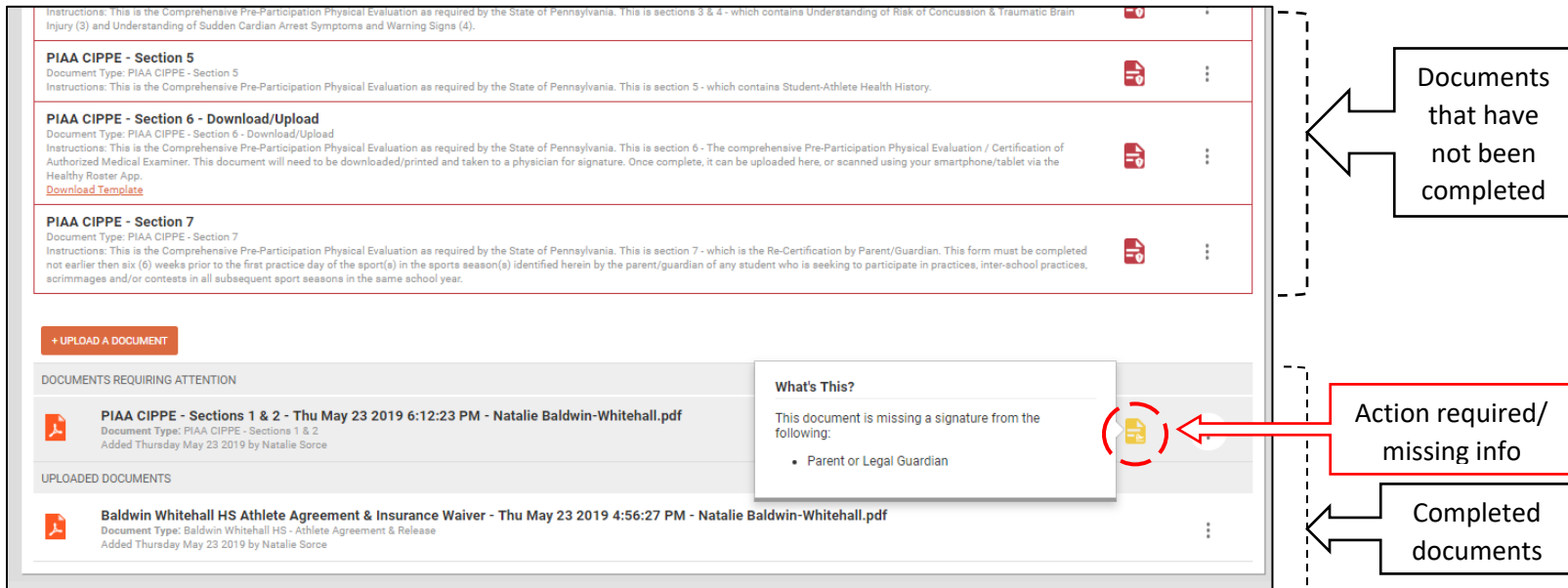
⋮

MISSING REQUIRED DOCUMENTS

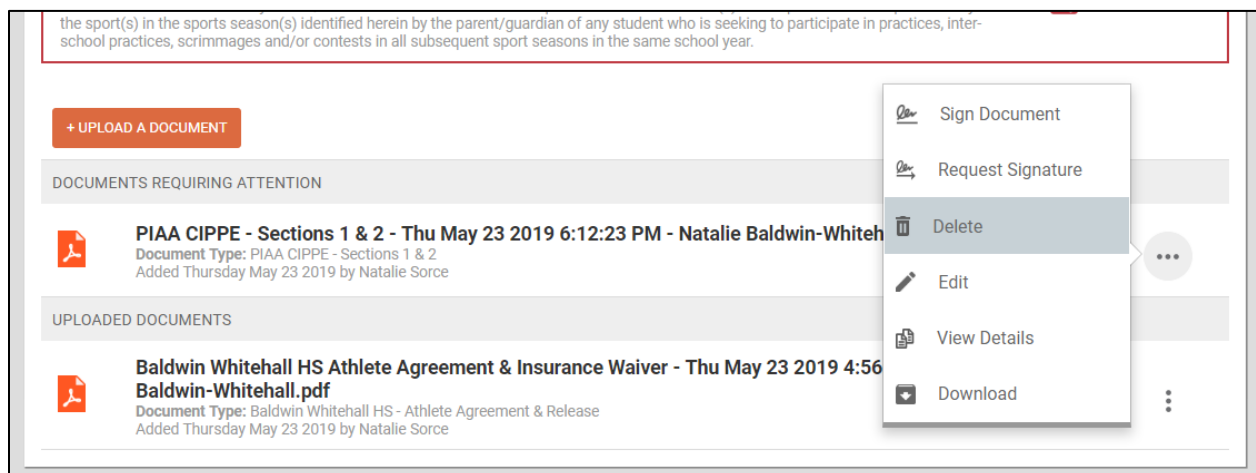
Select a document below to complete it online or upload

<p>Allegheny Health Network - Authorization for Release of Protected Info Document Type: Allegheny Health Network - Authorization for Release of Protected Info</p>		⋮
<p>Allegheny Health Network - Consent to Treat Document Type: Allegheny Health Network - Consent to Treat</p>		⋮
<p>Baldwin Whitehall HS - Athlete Agreement & Release Document Type: Baldwin Whitehall HS - Athlete Agreement & Release</p>		⋮

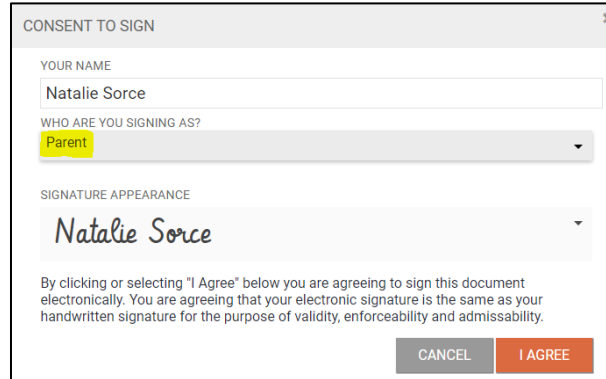
- Here you can see what documents have been completed (top of “documents” page) and those that have not been completed (bottom of “documents” page)



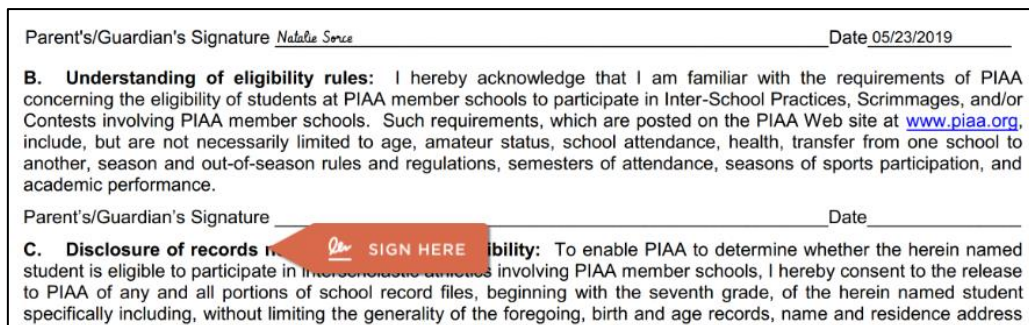
- If you make a mistake and must edit the page you will have to delete the one you already created and start over. Though there is an “edit” button it doesn’t allow you to actually edit information because once a document is in the “completed documents” section, it has already been converted into a PDF.



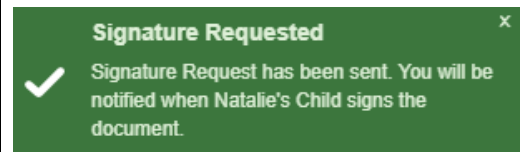
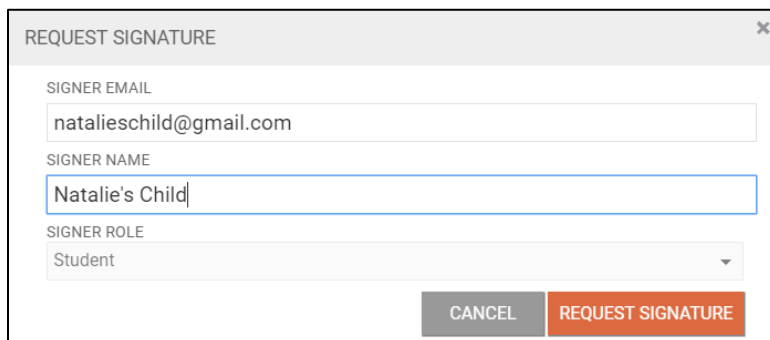
6. When providing electronic signatures, please sign as “parent” first.



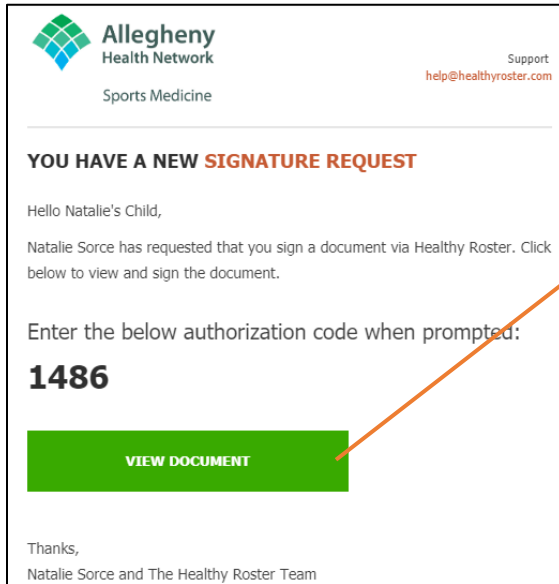
7. You will then be prompted to sign the document by clicking the orange “sign here” arrow




8. Enter your child’s email for student signatures



9. The email your child will receive to sign the documents will look like the left-most image below. Select “view document” and follow subsequent steps to have your child sign the documents




Allegheny
 Health Network
 Sports Medicine

Support
help@healthyroster.com

YOU HAVE A NEW SIGNATURE REQUEST

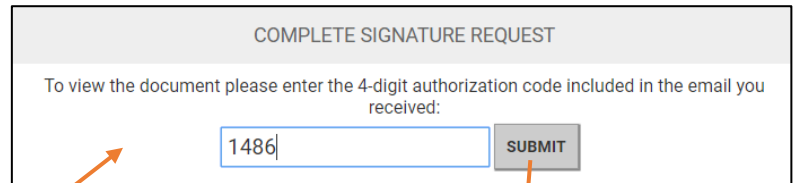
Hello Natalie's Child,

Natalie Sorce has requested that you sign a document via Healthy Roster. Click below to view and sign the document.

Enter the below authorization code when prompted:
1486

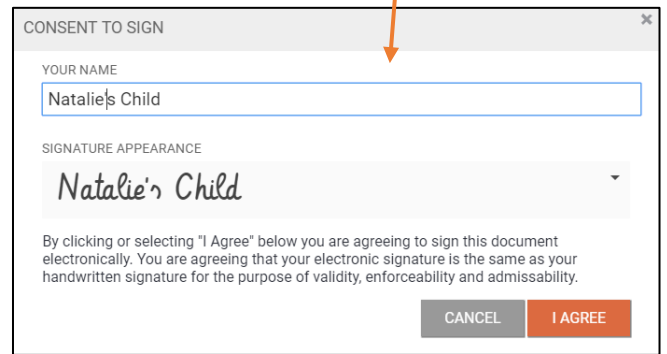
[VIEW DOCUMENT](#)

Thanks,
 Natalie Sorce and The Healthy Roster Team



COMPLETE SIGNATURE REQUEST

To view the document please enter the 4-digit authorization code included in the email you received:



CONSENT TO SIGN

YOUR NAME

SIGNATURE APPEARANCE

By clicking or selecting "I Agree" below you are agreeing to sign this document electronically. You are agreeing that your electronic signature is the same as your handwritten signature for the purpose of validity, enforceability and admissability.

★ If you run into any issues along the way please contact the athletic office or athletic trainers ★

Name	Position	Phone Number	Email
John Saras	Athletic Coordinator	412-885-7515	jsaras@bwschools.net
Diane Kennard	Athletic Secretary	412-885-7515	dkennard@bwschools.net
Natalie Sorce	Certified Athletic Trainer	412-789-3888	natalie.sorce@ahn.org
Caitlin Schlechter	Certified Athletic Trainer	412-676-8543	caitlin.schlechter@ahn.org