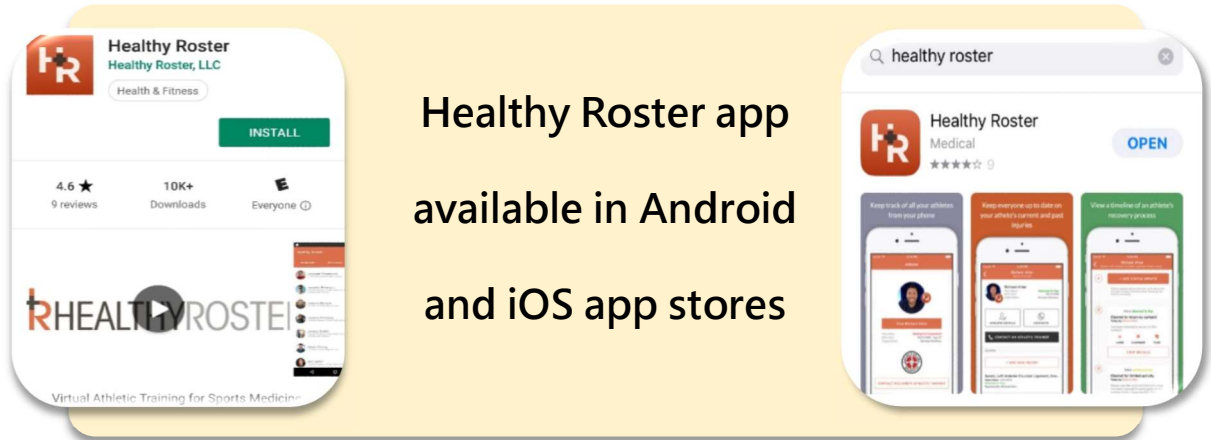


Baldwin Athletic Registration and Healthy Roster: Parent Information Sheet

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/2Gtqc1cVCNJcLUb7>

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. This will take up to 72 hours so please ensure you are registering early enough to gain access to the documents your child will need in order to participate. 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.

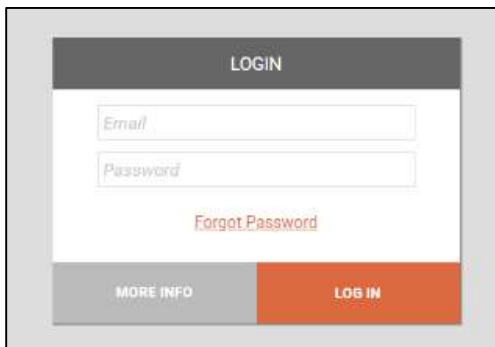
How to fill out your child's physical on Healthy Roster

(Healthy Roster log-in link)

<https://dashboard.healthyroster.com/Account/Login?returnUrl=%2F>

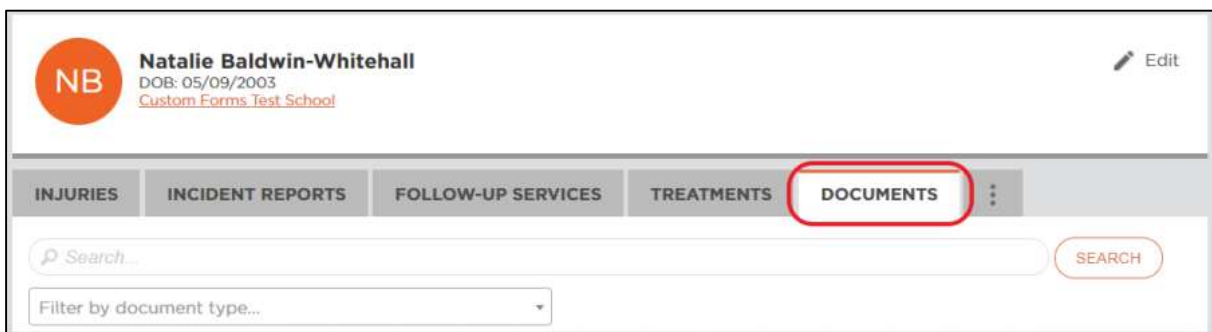
Reminder: All portions of the physical must be completed after June 1, 2020 in order to be eligible to participate in 2020/2021 school year sports.

1. Log into Healthy Roster



The screenshot shows a login form titled "LOGIN". It contains two input fields: "Email" and "Password". Below the password field is a link that says "Forgot Password". At the bottom of the form are two buttons: "MORE INFO" and "LOG IN".

2. Select "Documents" from the tabs



The screenshot shows a user profile page for "Natalie Baldwin-Whitehall". The profile includes a name, a photo with initials "NB", a date of birth "DOB: 05/09/2003", and a school name "Custom Forms Test School". There is an "Edit" button. Below the profile information is a navigation bar with tabs: "INJURIES", "INCIDENT REPORTS", "FOLLOW-UP SERVICES", "TREATMENTS", and "DOCUMENTS". The "DOCUMENTS" tab is highlighted with a red circle. Below the navigation bar is a search bar with a magnifying glass icon and the text "Search...", a "SEARCH" button, and a dropdown menu labeled "Filter by document type...".

3. Required forms for athlete participation:

- PIAA CIPPE – **Section 1 & 2**
- PIAA CIPPE – **Section 3 & 4**
- PIAA CIPPE – **Section 5** (Health History)
- PIAA CIPPE – **Section 6** (Must be downloaded, printed, filled out by a doctor and uploaded back into Healthy Roster once complete)
- 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)
- PIAA CIPPE – **Section 10** (PIAA COVID waiver form)
- **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)
- **Allegheny Health Network – Consent to Treat** (this allows our certified athletic trainers to evaluate and treat your child for injuries they may sustain)
- **Baldwin Whitehall HS – Athlete Agreement & Release/Insurance Waiver**

*** More instructions for how to complete forms digitally below ***

Once in the “documents” tab there are a few sections to make note of:

MISSING REQUIRED DOCUMENTS

indicates any documents that have never been completed or uploaded – **action needed**

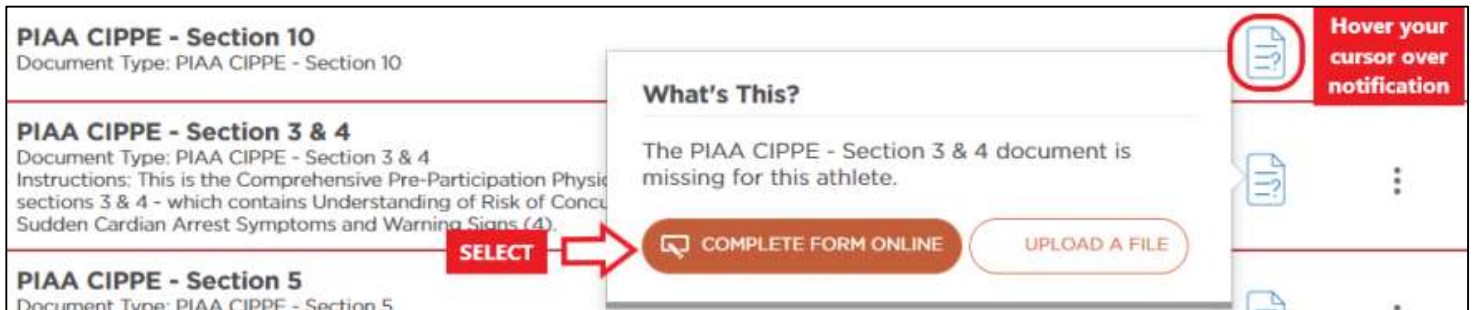
DOCUMENTS REQUIRING ATTENTION

indicates a document you’ve completed but may be missing a needed signature, is expired, or requires approval by the athletic trainer – **action needed**

UPLOADED DOCUMENTS

indicates fully completed documents – **no action needed**

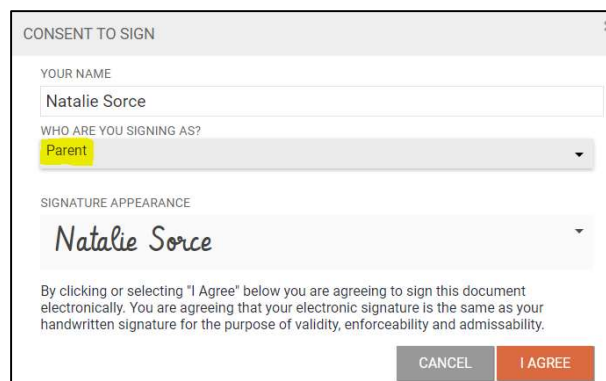
How to complete “missing required documents”



The screenshot shows a list of document types on the left: PIAA CIPPE - Section 10, PIAA CIPPE - Section 3 & 4, and PIAA CIPPE - Section 5. A red arrow points from the 'SELECT' button next to 'PIAA CIPPE - Section 3 & 4' to a pop-up window titled 'What's This?'. The pop-up contains the text: 'The PIAA CIPPE - Section 3 & 4 document is missing for this athlete.' Below this text are two buttons: 'COMPLETE FORM ONLINE' and 'UPLOAD A FILE'. A red box with a white document icon and the text 'Hover your cursor over notification' is positioned in the top right corner of the interface.

4. If you make a mistake and must edit the page you will have to delete the one you already created and start over. Please reach out to your athletic trainer if you made a mistake on a document and uploaded it.

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



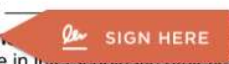
The screenshot shows a 'CONSENT TO SIGN' form. It includes a 'YOUR NAME' field with 'Natalie Sorce' entered. Below that is a 'WHO ARE YOU SIGNING AS?' dropdown menu with 'Parent' selected. There is a 'SIGNATURE APPEARANCE' dropdown menu showing a cursive signature of 'Natalie Sorce'. At the bottom, there is a disclaimer: '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 admissibility.' There are two buttons at the bottom: 'CANCEL' and 'I AGREE'.

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

Parent's/Guardian's Signature Natalie Sorce Date 05/23/2019

B. Understanding of eligibility rules: I hereby acknowledge that I am familiar with the requirements of PIAA concerning the eligibility of students at PIAA member schools to participate in Inter-School Practices, Scrimmages, and/or Contests involving PIAA member schools. Such requirements, which are posted on the PIAA Web site at www.piaa.org, include, but are not necessarily limited to age, amateur status, school attendance, health, transfer from one school to another, season and out-of-season rules and regulations, semesters of attendance, seasons of sports participation, and academic performance.

Parent's/Guardian's Signature _____ Date _____

C. Disclosure of records:  **ability:** To enable PIAA to determine whether the herein named student is eligible to participate in interschool activities involving PIAA member schools, I hereby consent to the release to PIAA of any and all portions of school record files, beginning with the seventh grade, of the herein named student specifically including, without limiting the generality of the foregoing, birth and age records, name and residence address

- Once you sign as the parent there are forms you will need to have your child sign. Go back to the documents tab and look for any documents notifying you of missing signatures.

DOCUMENTS REQUIRING ATTENTION

Allegheny - Consent To Treat - Mon Jul 06 2020 7:51:38 AM - Natalie Baldwin-Whitehall.pdf
 Document Type: Allegheny Health Network - Consent to Treat
 Added: Monday July 06 2020 by Natalie Sorce
 Expires On: **Sunday May 30 2021**
 Approved By: Natalie Sorce

Baldwin Whitehall HS Athlete Agreement & In 4:49:00 PM - Natalie Baldwin-Whitehall.pdf
 Document Type: Baldwin Whitehall HS - Athlete Agreement
 Added: Thursday October 24 2019 by Natalie Sorce
 Approved By: Natalie Sorce

Allegheny Auth for Release of Protected Info 4:52:05 PM - Natalie Baldwin-Whitehall.pdf
 Document Type: Allegheny Health Network - Authorization
 Added: Wednesday June 26 2019 by Craig Castor
 Expired On: **Monday June 29 2020**

Hover your cursor over the notification

What's This?
 This document is missing a signature from the following:
 Select "sign now"
 SIGN NOW REQUEST SIGNATURE

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

Name	Position	Phone Number	Email
Natalie Sorce	Certified Athletic Trainer	412-789-3888	natalie.sorce@ahn.org
Caitlin Schlechter	Certified Athletic Trainer	412-676-8543	Caitlin.schlechter@ahn.org