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Dear Ooltewah High School Parents

Believe it or not, it will soon be time to start collecting athletic physicals for next school year. Physicals for the 2017-2018 athletics seasons can begin to be accepted as long as they are dated after April 15th. If your child played a sport at Ooltewah High School during the 2016-2017 school year, then you will need to sign in to your existing Privit account and change any information that needs to be changed. Fill out the Concussion, Cardiac, & Permission to Treat forms that are attached to this packet and submit them to the website using the provided instructions. Make sure you joining the 2017-2018 version of whatever team you child is planning on joining. There is one change to the process from last year, the e-signature to forms is no longer allowed.

If you are new to Ooltewah High School Athletics, Let me say welcome. Here at Ooltewah all of our sports medical paper work is submitted electronically. You will need to fill out the accompanying Concussion, Cardiac & permission to treat forms and then go to the web site <https://ooltewahowls-tn.e-ppe.com> and use the included instructions to create an account and submit all forms to that site along with the physical form signed by your doctor.

 If you have any questions regarding this process, or need assistance completing it, please contact your coach or Athletic Trainer. To contact Privit Profile technical support, please visit [http://support.privit.com](http://support.priv-it.com/), Monday-Friday 8:00 AM – 5:00 PM EST.

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**How To Set up Your Privit Profile Account**

This simple step-by-step How To Guide will take you through the entire process on how to complete your Privit Profile™. It will explain how you complete your demographic information, your e-PPE questionnaire, how to join teams and all the personal options you can modify.

Each component of your e-PPE **must** be completed prior to satisfying your participation eligibility. Incomplete medical evaluations will result in medical ineligibility. As a result, you will not be allowed to practice or compete until this evaluation has been determined to be complete and cleared by a school administrator/sports medicine contact.

Before completing your e-PPE, we recommend you have the following information on hand:

* Family Medical History
* Personal Medical History
* Immunizations/Allergies/Medications
* Primary Health Insurance Information

**Returning Athlete**

If you are a returning Ooltewah high school athlete, simply log in using the Log in information you used to create your account last year. You will need to verify all of your contact information and emergency contact information. And change any information that needs to be. Then join the team for the 2017-2018 season. Once all of your paper work is uploaded I will verify the forms and clear you to play.

**Registration and Login** If this is your first time using Privit Profile™, you will need to complete the registration process. From your web browser go to <https://ooltewahowls-tn.e-ppe.com> this is a dedicated site for Ooltewah high school. From the home screen click on the register button at the bottom of the page. Create the account in the **parents name, and then add your son or daughter as a family member**. (See instruction below) Complete the required information, indicated by an asterisk, and click Register. (Anything marked with an asterisk must be completed to continue the process.)  
*NOTE: The email address and password you use during this registration process will be the information you use to access your Privit Profile™ in the future.* **Helpful Hint:**  
 When creating your new password, keep in mind new passwords must meet the following requirements:

1. Contains a minimum of 8 characters
2. Contains at least one letter
3. Contains at least one number (0-9)

The first page you will see is ‘Welcome Message,’ review this information for instructions and/or updates from your organization. Click Continue to navigate to your home page. After you click Done from the ‘Welcome Message,’ you will go to your HOME page.

**Adding Family Member**

Adding a family member allows you to manage multiple student athletes from one account. You do not need to create a separate account for each child.

Step 1: Click **Add Member** on your HOME page. (this is located just below the parents name)

Step 2: Fill in the information of the family member you want to add. The last name of the new family member will be pre-populated, but it can be changed if needed. Click **Add Member** when finished. Once the screen has loaded you will need to click on your son or daughters name to begin imputing there medical information.

Step 3: Complete the missing information by selecting the new family member from the left side of the screen and completing their **Personal Details** and **e-PPE Questionnaire**

**Completing Information**

Once a Student athlete has been added the first step is to complete the personal details section. There are six components to this area (Personal Information, Primary Insurance, Emergency Contacts, etc). You can navigate between sections by clicking the **Next** and **Previous** arrows or by clicking on the section name in the blue numbered boxes on the left.

**NOTE**: You **must** complete the Personal Details section to 100% before you can start the e-PPE Questionnaire.

Under "Personal Information" you will enter the athlete's name (Unless the athlete is the age 13 or younger), birthday, gender, address, and phone number. Required fields to be completed are indicated with a red asterisk.  If there is no red asterisk next to the field, then they are optional.

**Helpful Hint:** Before selecting your State/Province, select the country in which you reside from the drop down. After selecting the country, the State/Province drop down selection becomes populated with the appropriate information.  If you were to select your country as the United States, you would see all the states provided in the drop down box.

**Insurance**

The insurance sections include: Primary Insurance, Secondary Insurance, and Dental Coverage. Complete the required insurance information as indicated with a red asterisk. If you select either of the boxes next to ‘Government Health Insurance (ex. Medicare)’ or ‘Primary medical insurance through your organization’ it will result in the form being completed.

**NOTE:**If you do complete the required information for the Primary Insurance, notice in the subscriber section you can check the box next to your name and have your information copy from the personal information section you just completed. If the box is checked next to your name, the information will **not** pre-populate the fields, but the section will collapse just showing your name and the checked box.

The secondary insurance is optional, and by answering ‘No’ or if applicable, by checking the box next to ‘Secondary medical insurance provided through your organization’ you will have completed this section. If you have a secondary insurance, by answering ‘Yes,’ you will be asked to provide information similar to the Primary Insurance section.

Similarly, the Dental Coverage may not be required, or it could be included in your primary insurance, or provided by your organization. If Dental Coverage is not required you will be given the option to skip this section. When you check the box next to ‘Skip/not required,’ this section will be marked as complete.

**Family Physician**

The Family Physician section is required only if you have a family doctor. If that is not the case, you can check the N/A box and move on to the next section.

**Emergency Contacts**

The Emergency Contacts section provides contact information for two additional people in the event of an emergency. However, this section is optional and it can be skipped by checking the box next to ‘N/A.’ If you do want to include an emergency contact person(s), you can save time and repetition, by checking the box next to ‘Same as personal” if the address for Emergency Contact 1 is the same as yours (ie. parents, guardians, spouse, etc.).  
 If you wish to include a second emergency contact person, Emergency Contact 2, with the same address as you, save additional time by checking the box next to ‘Same as personal’ or if this person has the same address as your first emergency contact and it is different from your address check the box next to ‘Same as Emergency Contact 1.

**e-PPE Questionnaire**

The e-PPE questionnaire is the primary reason of logging in and using Privit Profile™. After completing the questionnaire to 100% you will be able to print your reports/forms and get cleared for sports.   
 Each section of the questionnaire has required questions that are indicated by a red asterisk\*. In order for a section to be considered 100% complete, the required questions need to be answered. You are able to skip sections and/or questions and come back to them at a later time.

**Helpful Hint:** When you skip a question or a section, you will notice the status of each section is indicated by a red, yellow, or green line below the section title. In addition, to the right of the section title is the percentage complete. These visual indicators will help you know which sections are complete and which sections need to be completed.

The questionnaire will only ask you the questions relevant to you. In addition, if you answer ‘Yes’ to a question, you will be prompted to explain and provide additional information.

**Joining Teams**

* From your home page, click **Update**next to the Joined Teams section to access your organizations team list.
* Once on the Team Memberships page, you will see a list of teams, coaches, medical personnel, and instructions on how to join and leave teams.
* To join a team, click the check box next to the team name you want to join. To leave the team simply uncheck the box.
* Click **Done** when you are finished joining the appropriate teams to return to your HOME page.
* You must join a team for the coach to be able to view you information. If you are not a member of the team , it means that the coach does not have the ability to view weather you have completed you physical or not.

**Sign Documents**

The **Sign** **Documents** button only appears on your HOME page after your questionnaire is 100% complete, and you have joined at least one team. The concussion ,sudden cardiac arrest, & Permission to treat forms have been included in this packet and must be uploaded to the website. If you lose these forms they can be printed from the documents tab. The Physical Examination form as well as the clearance form will need to be printed off and taken to you doctor. The doctor will need to sign both forms. The parent or guardian must sign the clearance form as well. These forms can then be uploaded to the sight using a computer, smart phone, or tablet. If you require assistance with this please bring the forms to your coach or athletic trainer, and they can assist you.

**The provided clearance form is not required, it is just preferred if you have had another form filled out by your doctor, you can upload that form.**

**Before you go to the doctor**

Prior to going to the doctor for your physical you will need to print off the Physical Packet or the Clearance form and Physical examination form. To do this you will need to go to the Pint Forms tabs and select witch form you would like to print.

**Note 1:** If you choose to print the physical packet, everything is included you will not need to print the clearance form or Physical examination form to go with it. They are already a part of the packet.

**Note 2:** If you have already been to the doctor without printing these forms, the forms that your doctor used still may be uploaded to the site in their place.

**Uploading Documents**

Once your Child has gone to the doctor, you will need to upload the forms with the doctor’s signature to the site. You can do this by going to the **Manage Documents tab**. Then you will need to click on **upload document**. Click on **choose file**, when using a computer the file must be in the PD, JPG, GIF, or PNG format. Clicking choose file on a mobile device or tablet will open your devices camera prompting you to choose a photo from your library or take new photo to upload. Once you have chosen file, click on the select document type drop down menu. Select the document type, and you can also add a comment to further help identify the form. Then click **upload.**

