

University of Southern Maine
Athletic Department
Athletic Healthcare Services

Medical Eligibility Requirements, Procedures for Intercollegiate Athletics Participation

PLEASE READ ALL REQUIREMENTS THOROUGHLY

The medical eligibility requirements for all students participating in intercollegiate athletics at the University of Southern Maine (USM), the Pre-Participation Physical Evaluation (PPE) procedures and the PPE Schedule for 2018 are described below. Prospective student-athletes should read all information carefully prior to arriving for a “**Required**” PPE appointment at University Health and Counseling Services (UHCS).

MEDICAL ELIGIBILITY REQUIREMENTS:

Each of the following requirements **MUST** be met **prior** to being administered the PPE at UHCS and **prior** to participating (includes try-outs and conditioning practices) in intercollegiate athletics at USM:

1. **Immunization Shot Records:** Must be up-to-date and on-file at UHCS. Student athletes should go to www.usm.maine.edu/uhcs/immunization-information for the current immunization requirements and to download a copy of the form. (The Privit Profile electronic Pre-Participation Physical Evaluation (e-PPE), health history questionnaire, described in #2 below, will ask for immunization shot records, including dates. Student-athletes should be sure to have documentation available prior to going on-line to complete the Privit Profile ePPE. Student-athletes are required by the NCAA to submit immunization shot records for participation in intercollegiate sports. There is no opting out for student athletes.
2. **Privit Profile e-PPE (required to be completed/updated annually):**
 - Prior to arriving for the scheduled PPE appointment each student-athlete must complete the web-based Privit Profile e-PPE which is a web-based electronic health history questionnaire.
 - **The Privit Profile e-PPE and all required medical eligibility forms must be completed by August 3, 2018 for fall sports participants and August 24, 2018 for winter and spring sports participants**
 - Coaches will be monitoring student-athletes progress toward completion of the e-PPE at Privit Profile, on-line, for their respective student-athletes. Coaches only have access to insurance information, emergency contact information and significant medical conditions that may affect participation in athletics
 - USM Athletic Healthcare Services Staff (ATs), the UHCS and USM Team Physicians will be the only individuals with access to the e-PPE Health History Summary
3. **Pre-Participation Physical Evaluation (PPE):** An *initial* comprehensive PPE is “**required**” to be administered at the UHCS for all student-athletes prior to participation in intercollegiate athletics for the first time at USM. A health history and PPE update, including blood pressure check, is also “**required**” to be administered at the UHCS for all **returning** student-athletes prior to participation in intercollegiate athletics at USM, on an annual basis. **All PPEs for initial and returning student-athletes must be conducted at the UHCS in 156 Upton Hall on the Gorham campus. A physical evaluation screening fee will be charged to each student-athlete’s primary health insurance plan at the time of the PPE. Please note that most insurance plans will only pay for one annual physical examination per year. Therefore, Student-athletes are advised not to have an annual physical exam prior to coming to USM.** USM does not require a physical simply to enroll. PPE Scheduling conflicts must be resolved in advance by contacting UHCS via email at usmhealthcounseling@maine.edu.

4. **ImPACT Baseline Concussion Testing (required for first year student-athletes at USM):** Prior to the initial participation in athletics at USM, each student-athlete is required to complete an on-line baseline concussion testing. The ImPACT testing will be incorporated into the PPE process and will be conducted in the computer lab in Bailey Hall Rm. 322, immediately following completion of the PPE at Health Services. **First-Year and Transfer Student-Athletes are not cleared for participation until this baseline concussion testing has been completed.**

If you need assistance with Privit Profile, please contact the Privit Help Center at 844-234-4357 or visit www.support.privit.com.

GET STARTED: Click on this link usmhuskies.e-ppe.com or enter it into your browser (Note: there is no www.)

Returning Student Athletes: Click LOG IN and use the same email address & password as last season.

New Student Athletes 18 yrs of age and older: Click REGISTER to create an account with Privit. Make sure you select the role as Student Athlete.

New Student Athletes Under the Age of 18: Click REGISTER to create an account with Privit. Make sure you select the role as Parent/Guardian. Your Parent/Guardian email address will be used to register the account



After the required information is completed and you've applied e-signature to all the forms, the documents will become available for the appropriate staff members to review. The **Completion Status** bar on the student athlete's Home screen will turn green and indicate **Submission Complete** after all the forms have been completed properly. If the status bar is orange and indicating **Submission Incomplete**, hover your cursor to see what still needs to be completed. A healthcare provider at USM will update the "Pending" or "Needs Update" Clearance Status, after the student athlete is medically cleared for participation.

1. **Joined Teams:** From your [Home](#) page click on the blue Update tab, then check the box beside the team you participate on and click DONE at the bottom of the page.
2. **Additional Information:** From your [Home](#) page click the blue tab beside form. Indicate whether or not you are age 18 or over then review all the information and download any of the forms that may apply to you specifically. Once you have completed this information then click on the blue [Submit](#) tab. Click DONE to return to the Home page.
3. **Personal Details:** From your [Home](#) page, click the START tab beside the **PERSONAL DETAILS** section to provide demographic information. Complete or update the information. After the 6 sections are completed, click SAVE & EXIT. From the home page, **make sure it is indicating 100% complete in order to access the E-PPE questionnaire.**
4. **e-PPE Health History Questionnaire:** From the [Home](#) page, click the START or UPDATE tab beside the **E-PPE QUESTIONNAIRE**. Complete or Update all 17 sections. From the home page, **make sure it is indicating 100% complete before proceeding.**
5. **Primary Health Insurance (electronic signature required form on Privit Profile):** From the [Home](#) page, click the START or UPDATE tab beside this form. Student-athletes must carry adequate health and accident insurance

coverage to defray the cost of any injury or illness that may be incurred while participating in intercollegiate athletics at USM. Written verification in the form of a current insurance enrollment card or certificate of enrollment from the student's own health insurance company must be documented in Privit Profile prior to the PPE. **An image of both sides of the health insurance enrollment card must be upload to Privit Profile under the "Manage Documents" section.**

- a. The PPE will not be administered without this written verification. **A COPY OF THE PREVIOUS YEAR'S ENROLLMENT CARD IS NOT VALID!**
- b. Student-athletes not presently covered by individual or parental health insurance must secure adequate health insurance prior to participation in intercollegiate athletics at USM
- c. **Student-athletes who are not currently covered by health insurance are required by the University of Maine System to enroll in the Student Health Insurance Plan (SHIP) at a cost of \$1,858 for the coverage year (August 1, 2018 thru July 31, 2019). Detailed coverage benefits and restrictions and enrollment procedures are outlined on the USM Health and Counseling website at: <https://usm.maine.edu/uhrs/student-health-insurance-plan-ship>**
- d. International students should check with the Office of International Programs 207-780-4959 to consider enrolling in the international health insurance plan. This plan has an aggregate maximum of \$10,000 per condition/incident related to intercollegiate athletic participation
- e. Medicaid (e.g. MaineCare) plans generally do not cover students for out-of-state health care needs other than medical emergencies
- f. The Athletic Department carries a rider policy, administered through Cross Insurance Agency that provides limited insurance coverage for student-athletes from \$10,000 to \$90,000. You must meet the \$10,000 deductible threshold with other insurance before this rider policy takes effect
- g. The NCAA provides all member institutions with catastrophic insurance coverage for intercollegiate athletics that begins at \$90,000 (deductible amount)
- h. **It is the responsibility of the student-athlete to notify the USM Athletic Healthcare Services Staff regarding insurance coverage changes or if coverage has been discontinued for any reason, while participating in athletics**

*** Student-athletes with lapsed coverage become immediately ineligible to participate in intercollegiate athletics at USM**

*** If none of the above insurance options will work for you please contact Greater Portland Health at 207-874-2141 and press # 4 to schedule an appointment with a financial assistance counselor and they may be able to assist you with enrolling in an insurance policy through the Affordable Care Act.**

6. Assumption of Risk (electronic signature required form on Privit Profile): From the [Home](#) page, click the START or UPDATE tab beside this form. Each student-athlete is required to complete and electronically sign this form prior to arriving at UHCS for their PPE appointment.

7. Injury/Concussion Acknowledgement (electronic signature required form on Privit Profile): From the [Home](#) page, click the START or UPDATE tab beside this form. The form must be completed and electronically signed by all student-athletes on an annual basis prior to participation in athletics. In addition to the injury & illness acknowledgment form there is a concussion education fact sheet and 9:30 minute educational video that is provided on the PPE Instructions website. **Student-athletes are required to read the fact sheet, watch the video and electronically sign the form prior to arriving at UHCS for their PPE appointment.**

8. Release of Health Information from UHCS to AHS (electronic signature required form on Privit Profile): From the [Home](#) page, click the START or UPDATE tab beside this form. Health information is shared between Athletic Training Services and University Health and Counseling Services throughout the year. Any information shared relates to health information that may affect athletic participation. **Each student-athlete is required to complete and electronically sign this form prior to arriving at UHCS for their PPE appointment.**

9. Release of Health Information from AHS to UHCS (electronic signature required form on Privit Profile): From the [Home](#) page, click the START or UPDATE tab beside this form. Health information is shared between University Health and Counseling Services throughout the year. Any information shared relates to health information that may affect athletic participation. **Each student-athlete is required to complete and electronically sign this form prior to arriving at UHCS for their PPE appointment.**

10. Sickle Cell Trait Testing Consent/Waiver (electronic signature required form on Privit Profile): From the [Home](#) page, click the START or UPDATE tab beside this form. The NCAA requires that all first year and new student-athletes participating in athletics show results of Sickle Cell Trait Testing (completed at birth) and must receive education regarding this condition. Each student-athlete has the option to: Submit test results; Consent to have testing done at UHCS; or, Sign a waiver form and decline the testing. The Sickle Cell Trait Testing Consent/Waiver Form is available on the Privit Profile website. Returning student-athletes who have completed the testing at USM or have submitted test results previously will not be required to be retested. Returning student-athletes who declined the testing last year have the option to submit testing results, consent to testing or sign a waiver to decline having the test. **The waiver option must be undertaken annually.** Student-athletes who initially waive the testing may choose to have the sickle cell trait testing at any time and may make an appointment at UHCS to do so. **Student-athletes are required to review the educational NCAA Fact Sheet a, watch a 6:22 minute educational video on Sickle Cell Trait and electronically sign the form prior to arriving at UHCS for their PPE appointment.**

☐ All newborns in the United States are tested for Sickle Cell Trait. Student-athletes may be able to search out those birth records and submit them to the University Health Services or have testing done by their primary care provider. Testing cannot be completed on the same day as the PPE. The fee will be billed to the student-athletes insurance. If a student's own health insurance denies payment a fee of \$15 will be billed by Quest Labs directly to the student.

11. NCAA Consent for Disclosure of Health Information Data: From the [Home](#) page, click on the START or UPDATE tab beside this form. The NCAA is requesting voluntary authorization/consent from all student-athletes to allow USM Athletic Healthcare Services and Health and Counseling Services to share any and all information regarding any injury, illness, treatment or participation related to or affecting the athlete's training for and participation in intercollegiate athletics with the NCAA. The information collected will be used in research to evaluate the effectiveness of health and safety rules and policy. Carefully read over the information before signing and dating the consent form.

12. Sign Documents: From the [Home](#) page, click on the blue SIGN tab. Apply your electronic signature to the following documents: **Emergency Information, Privit Profile Medical History Summary, and Acknowledgement of Insurance Requirements.**

13. Upload Insurance Card (Front & Back of card): From the [Home](#) page, click on the blue MANAGE DOCUMENTS tab. Then select the blue UPLOAD DOCUMENT. Before uploading, you will need to either take a photo of the form with your smartphone or scan the documents into your computer*.

If you are using a smartphone or tablet to upload, please **open the internet browser** and type in the school's Privit website usmhuskies.e-ppe.com Then **login to your account.**

- a. Click **Manage Documents** from the student athlete's Home screen. Next, click **Upload Document** near the top right.
- b. Click **Choose File** to search and select the document. (If you are accessing this page from a mobile device, you should be prompted to take a picture or select a photo of the document from the photo album.)

- c. From the drop-down next to Document Type, select **Medical Insurance Card (Front)**.
- d. Click **Upload**.
- e. You should be directed back to the student athlete's Manage Documents page. You should see the uploaded document and any other documents that have been submitted.
- f. Repeat the same process for **Medical Insurance Card (Back)**
- g. For further assistance on Uploading Documents, please click [here](#).

14. Minor Consent (form on Privit Profile): Student-athletes under age 18 at the time of the PPE at Health Services are required to have written parent/guardian permission prior to completing the PPE. The Minor Consent form can be found on the Privit Profile website. A Parent/guardian will register on Privit Profile in order to sign the Minor Consent form.

15. Medications or Nutritional Supplements Disclosure*: The NCAA requires that student-athletes disclose any and all medications (prescription or over-the-counter) or nutritional supplements that they may be using. You will be asked about medications or supplements in the on-line Privit Profile e-PPE health history questionnaire.

- a. If a student-athlete has been diagnosed with ADHD (Attention Deficit Hyperactivity Disorder) and is taking legitimately prescribed medications, which may be on the NCAA banned substance list, such as Adderall, Vyvance, Concerta, Ritalin, etc, further documentation must be acquired by the student-athlete from their treating physician. This must be done prior to competing in intercollegiate athletic activities at USM. In the event that a student-athlete is drug tested and tests positive for an NCAA banned substance he/she must file for medical exception. A copy of the **NCAA Medical Exception Documentation Reporting Form For ADHD** (Form is on the Privit Profile under "Additional Information"). You must download this form and send to your healthcare provider requesting medical documentation.
- b. Any student-athlete that is prescribed Anabolic Agents or Peptide Hormones must complete a **NCAA Medical Exception Documentation Reporting Form for Anabolic Agents or Peptide Hormones** (form is on the Privit Profile under "Additional Information"). This form is for pre-approval and must be completed prior to participation in athletic related activity. You must download this form and send to your healthcare provider requesting medical documentation, **prior** to participating in intercollegiate athletics.

16. Significant Medical Condition(s): Student-Athletes with a significant medical history of injury or illness may be required to provide medical records specific to the condition and possibly written clearance from an appropriate health care provider prior to athletic participation. Students anticipating this situation should contact Matt Gerken, Athletic Healthcare Administrator, via emailing matthew.gerken@maine.edu well in advance of the scheduled PPE date. A Medical Records Release Request form should be downloaded from Privit Profile under "Additional Information" to send to your healthcare provider for request of records related to any medical condition that may affect clearance to participate. Download and send this form to your healthcare provider well in advance of the scheduled PPE.

***It is the student-athletes responsibility to produce the necessary health records documentation from #15 and #16 above and submit to USM Health and Counseling Services or Athletic Healthcare Services as a part of the PPE process.**

**USM INTERCOLLEGIATE STUDENT-ATHLETE PRE-PARTICIPATION PHYSICAL EVALUATION (PPE)
SCHEDULE - 2018**

**PLEASE ARRIVE 15 MINUTES PRIOR TO THE SCHEDULED CHECK-IN TIME FOR YOUR PPE
APPOINTMENT LISTED BELOW**

<u>TEAM</u>	<u>DATE</u>	<u>TIME</u>
W. Soccer	Friday, August 17	8:00 am
Field Hockey	Friday, August 17	8:45 am
W. Volleyball	Friday, August 17	9:15 am
M. Soccer	Friday, August 17	9:45 am
Golf, W. Tennis	Friday, August 17	10:30 am

<u>TEAM</u>	<u>DATE</u>	<u>TIME</u>
W. Cross Country	Monday, August 20	8:00 am
M. Cross Country	Monday, August 20	8:15 am

<u>TEAM</u>	<u>DATE</u>	<u>TIME</u>
Baseball	Friday, September 7	8:00 am
Softball	Friday, September 7	8:45 am
M. Lacrosse	Friday, September 7	9:30 am
W. Lacrosse & M. Tennis	Friday, September 7	10:00 am
M. Ice Hockey	Friday, September 7	10:30 am
W. Track & Field	Friday, September 7	11:00 am
M. Track & Field	Friday, September 7	11:30 am
W. Ice Hockey	Friday, September 7	12:00 pm
Wrestling	Friday, September 7	12:30 pm
W. Basketball	Friday, September 7	1:00 pm
M. Basketball	Friday, September 7	1:30 pm

Be aware that the check-in process will go smoothly and efficiently if all of your required documents have been completed in advance of the PPE date on Privit Profile. If all documentation is not completed in advance of the PPE date you will have to contact Health Services at a later date to be rescheduled for an individual PPE appointment. This process will most certainly delay your participation clearance status for your chosen sport.

Any questions regarding any of the above information may be directed to the UHCS at 207-780-5411 or email to usmhealthcounseling@maine.edu or the Athletic Healthcare Administrator, Matt Gerken, at matthew.gerken@maine.edu.