Medical Clearance; Compliance & Eligibility 2021-2022 Sports Medicine Form

So we made; just for you, this page-by-page set of instructions & screen-shots.

So that we can get everyone packet reviewed in a timely manner, we encourage everyone to get this all completed as soon as possible; but student-athletes must submit all forms by August 1st

- This document outlines expectations and provides step-by-step instructions.
  - As the process for completing the Sports Medicine Form is <u>NOT intuitive</u> AND, we have adapted some of the text fields in SportsWare to fit our own needs, as you work your way through the forms, follow along with this guide.
- Three groups with extra steps:
  - <u>First-Years</u> your Medical Report form is/was due to MIT Medical by July 23.
    - If you did not do this; the process, and associated FAQ, can be found <u>here</u>.
    - NOTE: NCAA requires that the physical exam date (date signed by medical provider) be within 6 months of your sport's start date or date of off-season conditioning activities (including Sports Performance workouts). As all physicals be within 6 months of 9/8/21, any older than March 8, 2021 are expired. (Adjust date if your team starts in August).
    - For guidance on attaining an updated physical, email: <u>mitsportsmed@gmail.com</u>
  - o <u>1<sup>st</sup> year participants who are **upperclassmen** (no prior varsity participation)</u>
    - The physical exam you submitted as a freshman is <u>no longer valid</u>.
    - Rather than contacting MIT Medical, for advice on attaining an updated physical, email; <u>mitsportsmed@gmail.com</u>
  - <u>Returners who</u> (a) where not listed on the 2020-21 roster, (b) took a Leave-of-Absence or (c) who did not complete the required forms for 2020-21.
    - For guidance on attaining an updated physical, email: <u>mitsportsmed@gmail.com</u>
- Baseline Concussion Testing:
  - o All student-athletes will need to take/repeat the ImPACT Baseline Concussion Test.
  - Shortly after your forms are posted to FrontRush, please check your MIT email for a message from <u>support@impacttest.com</u>. Considered part of this forms-process, plan to complete this by August 1<sup>st</sup>.
- Student-Athlete COVID-19 Screen:
  - All student-athletes will complete (or complete again) a COVID-19 Screen form.
    - This information informs your medical clearance to engage in sport activities requiring physical exertion.
  - If you have been evaluated for COVID-19 or COVID-19 concerns while at home or offcampus:
    - contact your doctor's office staff to obtain documentation of prior COVID-19 test results and/or documentation from your appointment(s)
    - upload copies of these document(s) here to SportsWare. You will have access to these in case you need them later.

### Before you begin:

- (1) Plan to have the following documents/information readily available during this process:
  - Emergency Contacts
    - two separate contacts
    - **Note:** shared with your coach for access during away contests should anything happen.
  - Current Health Insurance Card
    - $\circ$   $\;$  You will be entering the information manually, and
    - upload a clear/legible image of the front & the back of the card.
  - MIT Medical: Medical Report (1<sup>st</sup> year participants only)
    - (a) MIT Medical recommends that you email your documents securely via Zix, their secure email service. Create an account at web1.zixmail.net/s/e?b=medical.mit, and send your documents to medrpt@med.mit.edu
    - (b) Upload a completed and signed copy of this form to your profile in *SportsWare* 
      - Due to the file size limits, you'll need to split the document into two parts.
  - Current Medications List
    - o including dosage.
  - Medical Alerts
    - o e.g. severe allergies, sickle cell, other.

(2) Plan to dedicate sufficient time in your schedule to get these forms completed and submitted.

- These can take >90 minutes, so you will have to block three 30-minute windows of time to get this done.
- You will also need to plan and arrange a time and quiet space to take the ImPACT test.

# Instructions for entering information into CSMi SportsWare Injury Tracking Software

aka the Sports Medicine Form

# Access your profile on SportsWare via this link <u>www.swol123.net</u>



The "swol" in the URL is short for SportsWareOnLine

#### A fun fact:

The company that owns **SportsWare**, *Computer Sports Medicine Inc.* (CSMi), has its roots at MIT. Scrolling down to 1981, check it out for yourself; http://www.csmisolutions.com/about-csmi/history

It is believed that Rich Potash's inspiration for this platform evolved during the time he spend in the ATR when he was a student-athlete.



### Log-in Screen

Your

- If you are already on a varsity sport team roster(s):
  - 1. Type in your **MIT email** address then;
  - 2. Enter; OR Set your Password. If you have:
    - 1. Forgotten your password
    - 2. Your password has expired, or
    - 3. You are logging in for the first time, enter your MIT email address and press the 'Reset Password' button.
      - 1. You will be prompted to log-in again
- o If you have recently been enrolled with the Registrar's office and were not "in the system" back in the Spring
  - 1. <u>Try above log-in method first</u>; as this is rare
    - 1. often access is denied due to using an email address other than your MIT address
  - 2. Click "Join SportsWare"
    - 1. Enter School ID: 04-2103594
    - 2. Enter Name, Email, and Group (Varsity Athlete)
  - 3. After one of the MIT Athletic Trainers "accepts" your request;
  - 4. You'll receive and email with a link to Reset Password.
  - 5. Follow instructions from there.



Questions about any of this? Send an email to: mitsportsmed@gmail.com We will be back in the office after the 2nd of August and will begin our review of information as well as begin to answer questions.

As you'll need access the mobile site to "Sign-in" when visiting the ATR, save your Password.

Click here

Ignore this

💽 Today 🔵 This Week

Your individual SportsWare dashboard will look like this

Referrals

• From here, click on the "My Info" tab



Use the **Forms** tab to upload documents you'll share with us during this process and throughout your career.

Though not a reflection of your overall Eligibility, your medical clearance **status** is shown here.

More about these "*Notices and Handbooks*" later in this guide. After following all instructions, if you still see your Status showing as "Incomplete"; ignore it.

Same holds true for this system warning that will show up.

The record has been saved but will not be marked as "Complete" till the following is complete(d)

- The next screen, the General tab, looks like this
  - Please review any pre-populated fields for accuracy AND complete all blank fields. Red asterisk indicates (\*) required information.
    - 1. Do **NOT** add your social security number in the SSN field.
  - Adding a photo.
    - 1. Optional; however, a good quality photo does help us learn to recognize everyone.
    - 2. Upperclassmen, please load your image from your team's roster on **mitathletics.com**
  - From each drop-down menu, select the sport(s) you participate with;
    - 1. If multiple, please list sports in order of participation. E.g.
      - 1. Sport 1 = Women's Cross-Countr
      - 2. Sport 2 = Women's Track&Field
      - 3. Sport 3 (leave blank)
    - 2. If participating on only one sport, list as Sport 1. E.g.
      - 1. Sport 1 = Crew- Men's Var Ligh
      - 2. Sport 2 (leave blank)
      - 3. Sport 3 = (leave blank)
    - 3. From the Group field, select "Varsity Athlete" if it is not already entered
  - Before proceeding, click "Save" in the upper right corner of your screen.

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After completing each screen; click "Save".

Not kidding.

Really.

- Then click the Address tab
  - Please review any pre-populated fields for accuracy and complete all blank fields changes after
  - For Primary Address
    - 1. Enter home address
    - 2. Personal cell phone number
  - For Secondary Address
    - 1. Enter your on-campus address
      - 1. If known at the time you are completing this.
      - 2. If not, log back in later and complete.
    - 2. Enter on-campus phone number (if available)

Before proceeding, click "Save" in the upper right corner of your screen.

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August, send us an email so we can update any hardcopies we've created

- Then click the **Emergency** tab
  - Please review any pre-populated fields for accuracy and complete all blank fields
    - 1. This Information is made available to your coach for team travel/ away games.
  - Use a non-parent/non-guardian as a Secondary Emergency Contact, if available.
    - 1. International students, provide a contact in the US, if available.
  - Before proceeding, click "Save" in the upper right corner of your screen.

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	PRIMARY CONTACT	SECONDARY CONTACT
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SPORTSWARE

Insurance Company

Primary

- Then click the Insurance tab
  - o Review any pre-populated fields for accuracy and complete all required blank fields
    - 1. This Information is made available to your coach for team travel/ away games.
    - And; upload an image file of the front & back of your health insurance card
    - Before proceeding, click "Save" in the upper right corner of your screen

As you can always log back on to SportsWare, you'll have this info in a secure location that you can easily access

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Company	Insurance Company name.
Address	Insurance Company Street Address 1 and Street Address 2
City	Insurance Company City
State	Insurance Company State
Zip Code	Insurance Company Zip Code.
Phone	Insurance Company Phone
Billing ID	Unique # for to the individual billed

Policy Holder	Policy Holder name.
Birth Date	Policy Holder Birthdate.
ID	Policy Holder ID.

Policy	Insurance Policy Number.
Group #	unique ID # assigned to employer that offers a plan to employees
Plan	Insurance Plan.
Туре	The Insurance Plan type, e.g. PPO, HMO.
See First	The person the athlete must see for an initial visit and referral.

Additionally, upload an image of the front & back of your health insurance card.

**Note**: If you are covered under both a Family plan **AND** the *MIT Student Extended Insurance* (SEIP), then complete <u>both sides</u> of the page. For example, you are still listed on your family's health insurance plan and kept the SEIP



our review of information as well as begin to answer questions.

- Next, from your Dashboard page, click My Info again, the click the Medical tab,
  - The **Alerts** section is for serious allergies and medical conditions.
    - 1. Please choose from the drop down menu if you have any of the listed conditions or use the "other" option to add a condition not listed.
    - Note: This section aligns with many of the items you'll be asked to answer in the Med History section. Make sure to match any Alerts to their corresponding health history questions.
  - o Please leave the Immunizations section blank.
    - 1. You'll have taken care of all of this when submitting your Medical Report to MIT Medical.
  - The **Drugs Taken** section should contain a complete listing of the prescription medication(s) you are currently taking
    - Type the medication in the "Medication" field, including the dosage and clicking on the "Add" button.
  - The **Doctor** section should be completed with information for your Primary Care Provider (PCP) from home.
    - 1. **Note**: Please also choose a PCP at MIT Medical, use the patient online system to do so. <u>https://medical.mit.edu/my-mit/new-students/choose-pcp</u>
      - 1. We recommend that you do this; even if you have a family doctor at home.
  - The **Paperwork** section should be left blank
  - Before proceeding, click "Save" in the upper right corner of your screen.

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• Next, from your Dashboard page, click Med History tab

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	Logout		Title	Calendar
		Open	Patient Guide to Upload Documents	
		Open	NCAA Medical Exception Form: for those students currently taking ADHD medication	
		Open	Sickle Cell Trait (SCT) $\_$ Education & Awareness for student-athletes with SCT	
			Show:      Today      This Week	

- At the top of the page:
  - Enter today's date
  - From the "Sport" drop-down menu choose your earliest starting sport.
     Example: If you play both softball and basketball; softball (via Fall ball) starts first.
  - o Complete each item, by selecting Yes or No from the drop-down menu
    - 1. An item without a Yes/No response does NOT = "No"
    - 2. When indicating "Yes" you **MUST** provide detail in the "Comment" section. Example: Have you been told you have an irregular heartbeat or murmur? *Yes. Diagnosed benign by PCP 12/2019, no restrictions.*
    - 3. **NOTE**: As the "Comment" field has a 100-character limit; if you need more space, type "*see Forms tab*" in the comment field and upload a document(s) explaining the condition/situation.
      - Upload file via the "Add" button within "Forms" tab.
      - Do NOT send this document via email attachment or fax
        - 1. However, as the systems does not "ping" us when documents are uploaded, send us an email letting us know you've done this.
  - Before proceeding, click "Save" in the upper right corner of your screen.
    - 1. IF YOU SKIP THIS STEP, YOUR DATA WILL NOT BE SAVED.

"Yes" responses without comments:

- 1- Slow your packet's review
- 2- Take time away from others

Items without responses:

- 1- Slow your packet's review
- 2- Take time away from others

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Yes, this is a lot

Thank you for your patients and for your attention to detail. • Next, on the Dashboard page, select "COVID-19" and complete the survey

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	Open	Patient Guide to Upload Documents	
	Open	NCAA Medical Exception Form: for those students currently taking ADHD medication	
	Open	Sickle Cell Trait (SCT) _ Education & Awareness for student-athletes with SCT	
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NO	None of the above	
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No	Been in contact with a confirmed COVID-15 patient?	
No	Visited and area affected with COVID-15?	
	Received a positive test result diagonais of GDV $\rm D$ $^\circ$ 97	
(No)	None of the above	

**NOTE**: In addition to completing this questionnaire: if you have been evaluated for COVID-19 or COVID-19 concerns, contact your doctor's office staff to obtain documentation of prior COVID-19 test results and/or documentation from your appointment(s); then upload copies here to SportsWare. See the next page for a how-to. When completed, email <u>mitsportsmed@gmail.com</u> letting us know you've done this.

 Next, on the Dashboard page, under Notices and Handbooks, select any that apply to you; click "Open".

X Page: Dashboard	Athlete: Cronan, Tom Paner: Databloard		
My Info			
W Add History ADD Treshant DD Kort 10 DD Kort 10 Control 10 Forms Print	ATHLETE PORTAL - ATHLETE Forms: You have 0 form(s) to complete/download. Status Last COVID form: 7/12/2020 Your Athlete Information is INCOMPLETE. Please click here to complete it. Your Medical History is INCOMPLETE. Please click here to complete it. Game Status: Limited Practice Status: Limited Vices And Handbooks		Image: Second system         June 2021         Image: Second system           S         M         T         W         T         F         S           30         31         1         2         3         4         5           6         7         8         9         10         11         12           13         14         15         16         17         18         19           20         21         22         23         24         25         26           27         28         29         30         1         2         3           4         5         6         7         8         9         10
C Logout		Title	Calendar
	Open	Patient Guide to Upload Documents	
	Open	NCAA Medical Exception Form: for those students currently taking ADHD medication	
	Open	Sickle Cell Trait (SCT) _ Education & Awareness for student-athletes with SCT	
	22.0	Show:      Today      This Week	Not for ev

To determine if any of these apply to you, read the following carefully.

If no, skip to next item

- "Patient Guide to Upload Documents"
  - 1. Helpful when you need to upload files to your SportsWare profile.
  - 2. For example, you'll upload a copy of the document you'll be prompted to print in the next section.
- o "NCAA Medical Exception Form for this students currently taking ADHD medication"
  - 1. **Required** IF you meet the following criteria:
    - You have been diagnosed with ADHD AND are currently being treated with medication for this condition.
    - NOTE: This form is required for select students in specific circumstances.
  - 2. If this is true for you, you must include the associated documentation described.
    - This information takes time to gather, so contact your treating-physician's office immediately and send us an email letting us know: <u>mitsportsmed@gmail.com</u>

3. When complete:

• Scan the packet (copy of form and supporting documentation) and then upload here in SportsWare.

## "Sickle Cell Trait (SCT) Education & Awareness for student-athletes with SCT"

- 1. **Required** IF you meet any the following criteria:
  - (1) You have Sickle Cell Disease, OR (2) you have Sickle Cell Trait, OR (3) you do not know your Sickle Cell status & have requested to be tested; via the form in Front Rush.
- 2. **NOTE:** This form is required for **select** students in **specific** circumstances. If this applies to you, you must access the document and follow the instructions.

Questions about any of this? Send an email to: <u>mitsportsmed@gmail.com</u> We will be back in the office after the 2nd of August and will begin our review of information as well as begin to answer questions.

Not for everyone.

But for you?

If no, skip to next page

- Last step, from your Dashboard page, click Print.
  - We suggest that you print and save a summary of this information in a secure location/ file for future reference.
  - After printing, upload a copy of this document via the **Forms** tab.

Cijict her	Athlete: Cronan. Tom			
	Page: Dashboard		Logout	
	A My Info			
	Med History	ATHLETE PORTAL - ATHLETE	< June 2021 >	
	Treatment	Forms: You have 0 form(s) to complete/download. Status Last COVID form: 7/12/2020 Your Athlete Information is INCOMPLETE. Please click here to complete it. Your Medical History is INCOMPLETE. Please click here to complete it. Game Status: Limited Practice Status: Limited		SMTWTFS
	tovid-19			30 31 1 2 3 4 5
	Exercise			13 14 15 16 17 18 19
				20 21 22 23 24 25 26
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	1.110	Open	Patient Guide to Upload Documents	If you are not in
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		Open	Sickle Cell Trait (SCT) _ Education & Awareness for student-athletes with SCT	checking email,
			Show:      Today      This Week	you'll need to
		Referrals		

Please note:

- If we have any follow-up questions for you, we'll reach out to you via your MIT email address.
  - **NOTE:** Email is the primary mode of communication for all MIT Compliance and Eligibility-related information exchange.
- If you have any questions about the medical clearance aspect of the compliance & eligibility process, send an email to: <u>mitsportsmed@gmail.com</u>
  - We will review your information; and answer any questions, when we are back in the office **after the 2nd of August**.

And when we are back in the habit of checking our email ©

*Thank you for taking the time to work through all of this. We appreciate it.* 

Have a safe and successful year! Your <u>Athletic Training Staff</u>