

STEP BY STEP INSTRUCTIONS FOR PrivIT E-PPE (Online SPORTS PHYSICAL)

The Ohio High School Athletic Association (OHSAA) has announced a partnership with PrivIT, a Columbus, Oh. based company, to streamline the process for the management and collection of physical forms required for participation in high school sports. The OHSAA will be replacing the paper physical forms with the PrivIT e-ppe (electronic pre-participation evaluation) secure online solution beginning May 1st for the 2014/2015 school year.

Migrating the paper PPE process to the PrivIT e-PPE solution gives parents the flexibility to keep their child's health information current, **and since the information is only entered once, updating the information in the future is as simple as clicking a few buttons.**

Parents of student athletes will complete the medical questionnaire that will prepopulate several forms required for sport participation. Upon completion, these forms will be printed and taken to the student's physical exam. You will only have to update the information in PrivIT e-PPE as opposed to completing all the paper-based forms again.

INSTRUCTIONS

1. Click on the "New Online Physical Form"

2. Click "register"

3. Fill out the registration information. This will be the email address and password you will use to access your child's PrivIT e-PPE in the future. Click Register.

4. Complete **your** Personal Details/Demographics section. There are six components to this area (Personal Information, Primary Insurance, Next of Kin, etc).

IMPORTANT: By completing this section your demographic information can be copied to prepopulate your child's PrivIT e-PPE demographic information from the Manage Family Members page.

5. On the Home page under Manage Family click the Manage Family Members button.

- Click Add New Member.
- Enter **your child's** first name (and last name if different).
- Click Add
- On the next screen you are able to copy PrivIT e-PPE family History data and demographic data from other family members.
- Confirm the information you want copied and click Copy.
- You will now see your child listed under Family Members and you can begin completing your child's PrivIT e-PPE.
- **To begin completing your child's PrivIT e-PPE click on the pencil in the PrivIT e-PPE Questionnaire column next to their name.**
- A message will appear notifying you that you will be editing information that will be associated with a particular high school or organization. Click Ok.
- Complete the demographic information section and click Save and Exit.

- You will be taken to the introduction page for the PrivIT e-PPE Questionnaire. Click Start.
- Complete the 17 components of the e-PPE questionnaire. Although we recommend completing the questionnaire all together at once, **you are able to "Save and Exit" to allow you to finish at a later date if needed.**

IMPORTANT: In order for a component to be 100% complete you will need to answer all mandatory questions, marked with a red asterisk, and check the box at the bottom that states “I have thoroughly read all questions on this page and answered them to the best of my knowledge.” You will not be able to print your forms until this step is complete.

6. Click Finished.

After completing your child’s PrivIT e-PPE, you MUST add your child to the teams he/she will be participating in or trying out for this academic year. To do this, click Manage Your Team Memberships from the home screen and check the box next to the sports your child will be playing.

IMPORTANT: You cannot skip this step as it is critical for you to be able to print your child’s reports to take to the physical exam. In addition, your child’s coaches and athletic trainers will be able to review eligibility status, emergency contact information, and see your child on the team roster.

7. After you have completed your child’s PrivIT e-PPE and added them to a team you will need to print out the appropriate reports/forms your child will need for his/her physical exam.

*** After the physical is turned in to the athletic office it will be entered into the system and you will be able to see that your athletes status will change to “cleared for sports status”.**

Thank you for you cooperation with the new on-line sports physical.