



# Tipton-Rosemark Academy

## Updating your TRA physical 2017-2018

- **Log in** to your existing parent account and **review** and **update** any information that has changed under the Personal Details and e-PPE Questionnaire tabs for each athlete. <https://trarebels-tn.e-ppe.com/>
- Complete the Sudden Cardiac Arrest Form, TSSAA Concussion Form and Consent for Athletic Participation. These will be completed in an online version and electronically signed by parent and athlete. **These forms will automatically upload to your profile once electronically signed.**
- **Join team(s).**
- **Print** the HIPAA form and **complete** it. **Upload** the completed HIPAA form to your profile.
- **Print** the Clearance form and take with you to the doctor for completion, **it must be signed and dated by the parent, athlete and doctor. Upload** the completed Clearance form to your profile. **\*\*\*NOTE-If your doctor completed a physical exam form and cleared you on that instead of the Clearance form, you will ALSO need to upload that physical form\*\*\*-Athletes participating in the Campbell Clinic Physical day on April 29, 2017 will have their completed physical form uploaded by TRA.**
- You **may** also print the Privit Profile Medical History Summary and Physical Examination Form for your doctor's use, **do not upload** these to your profile.
- THE ONLY FORMS you need to upload when completed are the **CLEARANCE AND HIPAA.**

\*\*\*\*\*Once the required information has been completed and uploaded and e-signatures have been applied to the necessary forms, the documents will be available for the appropriate staff member for review and approval. The profile will remain "pending" until this review.

**Detailed steps can be found on pages 2-5.**  
**Detailed help guides can also be found at**  
**<https://support.privit.com>**

For Questions:

<https://support.privit.com>

1-844-234-HELP (4357) Monday-Friday 8:00 AM – 5:00 PM EST

TRA Athletic Office 901-829-6520



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## Welcome to Privit Profile!

Tipton-Rosemark Academy has partnered with PRIVIT®, a Columbus based company, to automate the process for the management and collection of health forms required for athletic participation.

This document provides instructions to athletes and parents and/or guardians on completing the Privit Profile process. The information can be completed on your mobile device, laptop, tablet or any device connected to the internet.

Steps to complete within Privit Profile™ :

**1. Log in to your existing parent account or register an account in parents name for first time users:**

<https://trarebels-tn.e-ppe.com/>

**2. Add athlete(s) to your account**

**3. Complete all relevant information for each athlete**

- Personal Details-update as needed
- e-PPE Questionnaire-update any information that has changed
- Sudden Cardiac Arrest Form
- TSSAA Concussion Form
- Consent for Athletic Participation Form
- Apply electronic parent signature to required forms
- Join any teams athlete will be on/trying out for

**4. Apply athlete electronic signature to Concussion, Cardiac Arrest and Consent for Athletic Participation Forms .**

**5. Print and complete the HIPAA form.**

**6. Print the Clearance form and take with you to the physical examination and have the doctor complete.**

**7. Upload the completed Clearance form-it must be complete with parent signature, athlete signature, physician's signature, date of physical, and clearance status. \*\*\*NOTE-If your doctor completed a physical exam form and cleared you on that instead of the Clearance form, you will ALSO need to upload that physical form\*\*\* -Athletes participating in the Campbell Clinic Physical day on April 29, 2017 will have their completed physical form uploaded by TRA.**

**8. Upload the HIPAA Form.**

For detailed instructions for each step listed above, please refer below to steps 1-8 of this document.



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- Once the required information has been completed and uploaded and e-signatures have been applied to the necessary forms, the documents will be available for the appropriate staff member for review and approval. The profile will remain “pending” until this review.

## **Step 1: Register a Parent Account if a New User:**

As a parent/guardian, you are going to register an account in your name, then add your athlete to the account and complete the athlete’s information. **Create your account by selecting or entering the following link <https://trarebels-tn.e-ppe.com/> then follow the steps below:**

1. From the landing page, click **Register**.
2. Please register with your name as a parent, your email address, and create a password of your choice. When you are finished, click **Sign Up**. (If you have multiple family members or if you have already registered yourself, you do not need to register again.)
3. You may be presented with a Welcome Message at this point. Click the blue **Continue** button near the top of the page be taken to the HOME page.

## **Step 2: Add Athlete(s) to Your Account:**

On the Home page click the **Add Member** button on the left side of the page. (This allows you to add your athlete to your account; and this section allows you to add other family members if necessary.)

- Click **Add Member** on the left side of the page.
- Enter your athlete’s first name (and last name if different), date of birth, and gender.
- You may be taken to a copy data screen. If you are adding multiple athletes this feature will allow you to copy certain demographic data from one athlete to another, so that you don’t have to enter it a second time. If you do not wish to copy any data, or are adding you first athlete and do not have any data to copy, click **Cancel** to return to the Home page.
- You will now see the athlete listed under Family Members. Please click on the athlete’s **Name**.

## **Step 3: Complete All Relevant Athlete Information \*FOR EACH ATHLETE\*:**

1. From your athlete’s profile, begin completing the Personal Details by clicking the **Start** button to the right of Personal Details.  
In order for the Personal Details form to be complete, you will need to answer all mandatory questions, marked with a red asterisk (\*). Please note that there are 6 sections to the Personal Details. You can use the tabs on the left hand side of the screen to view the completion of each section as well as to navigate to each section directly.
2. When you have finished all 6 sections of the Personal Details click **Save and Exit** to return to your Home page.
3. Your athlete’s Personal Details should now read 100%. If they do not, go back in by clicking **Continue** and using the tabs described above to find the incomplete section.
4. Repeat steps 1 and 3 for the e-PPE Questionnaire. This form has 17 different sections which will need to be completed.
5. Click **Start** to the right of the TSSAA Concussion Form. You will need to answer all mandatory questions, which are marked with a red asterisk(\*).



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\*You will not be able to submit this form until all required questions have been filled out.

6. When you have finished completing the TSSAA Concussion Form, click **Submit**.
  - a. A message will appear if you want to review or sign it the document. Click the blue **Sign** button and you will be taken to a page to create an electronic parent signature if you do not created one before. Select the blue **Create New Signature** tab.
  - b. With your curser on a computer or with your finger from a tablet/mobile device, create your signature or initials then click the blue **Save** tab. You will see your signature displayed. Select the grey **Done** tab underneath. Once complete, you will then be on your account management page. Select **Home** near the top left of the screen.
  - c. **Once you have created a parent e-signature, you will not be required to repeat this process. You will be able to apply this parent e-signature anywhere a parent e-signature is required.**
7. Repeat steps 5 and 6 for the Sudden Cardiac Arrest Form
8. Repeat steps 5 and 6 for the Consent for Athletic Participation Form
9. After completing the forms, you **MUST** join a team. To join a team, click **Update** next to Joined Teams, and check the box next to the correct team(s) your athlete will be joining. You **cannot** skip step #8 as it is critical for your athlete's coaches and athletic trainers will be able to review and approve your documents, and see your athlete on the team roster.
10. Click **Sign** to the right of Signed Documents.
  - a. Apply your electronic signature to each of the Sudden Cardiac Arrest forms, TSSAA Concussion forms and Consent for Athletic Participation forms.
11. Print out a copy of the HIPAA form complete and sign. Upload the completed **HIPAA Form** back into your Privit account by following the directions in Step 5.
12. Print out a copy of the **Clearance Form**(parent and athlete sign before completing the physical, the doctor will indicate clearance on this form) and take with you to your physical. You **may** also print the Privit Profile Medical History Summary and Physical Examination Form for your doctor's use, **do not upload** these to your profile.
13. Upload the completed **Clearance Form** back into your Privit account by following the directions in Step 5.

## **Step 4: Apply Athlete Electronic Signature:**

**PRIVIT now supports the functionality for parents/guardians to allow an athlete's electronic signature with one login. The athlete e-signature can be created in the Account Settings, or create the e-signature when submitting the forms.**

1. After applying the parent/guardian e-signature, you will be on the Manage Documents page. From the Manage Documents page, click the blue letters **Sign Document** link under the athlete's name.
2. A message will appear stating that the athlete's e-signature has not been created yet. Click the Create New e-Signature button.
3. Create the electronic signature using the mouse or a finger if you are using a touch screen. Also the box needs to be checked confirming the signature is valid and the parent/guardian is consenting to use the signature. Click **Save**.
4. The athlete's signature will display on the confirmation page. Click **Done**.
5. After clicking Done, you will be taken back to the Manage Documents page. The athlete's e-signature has been created and is now ready to apply. Click the **Sign Document** link under the athlete's name.
6. The athlete's signature will display. Check the validation box. Click Sign Document.
7. You will be taken back to the Manage Documents area. After creating the athlete's e-signature, the signature can be applied to any necessary forms by following steps 5 and 6 only.



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**Note:** Another way to apply the athlete e-signature is to click the blue lettering "**athlete click here to sign**", below the form on the athlete's home page.

## **Step 5: Uploading Documents:**

1. After your physical exam please upload your clearance form back to your Privit account by following steps 2 - 6 below.
2. Click **Manage Documents** and you will be directed to the Manage Documents page
3. Click **Upload Document** to upload a document to your profile
4. Click **Choose File** to select your document

Clicking **Choose File** on a mobile device or tablet will open up your device's camera, prompting you to either choose a photo from your library or take a new picture to upload.

5. Click **Document Type** and select the corresponding document title from the drop down list. You also have the ability to add a comment if you would like to provide additional info for your coaches and trainers
6. When you are finished and are ready to upload your document click **Upload**