Bridgewater College Health Records
HEALTH RECORDS CHECKLIST

In order for any person to be enrolled as a student at Bridgewater College, the completed Health Record must be submitted to the ATS online portal. Students are often held from participation in class registration or intercollegiate sports because one or more sections are incomplete. **Please review this checklist and assure that your health record is complete:**

**GENERAL HEALTH RECORD CHECKLIST:**
- □ All tabbed sections and eFiles are fully completed on the ATS online portal ([https://www.atsusers.com/atsweb/login.aspx?db=atsbridgewater](https://www.atsusers.com/atsweb/login.aspx?db=atsbridgewater)).
- □ General Tab
  - □ All current over-the-counter, prescription and herbal medications, and all allergies are complete and correct.
- □ Insurance Tab
  - □ Verification of health insurance must be entered on insurance tab. This includes the name of the insurance agency, the policy number, and whether pre-authorization is required for treatment.
  - □ A copy of the front and back of the insurance card must be uploaded.
- □ Contacts Tab: Correct emergency contact information has been entered.
- □ Forms Tab
  - □ All forms have been completed and signed: **Authorization for Emergency Medical Treatment, Authorization for Release of Medical Information, Deemed Consent Form, ImPACT consent (Athletics only) and Medical History Questionnaire.**
  - □ If the student will be 17 years-old or younger at any time when participating as a student or intercollegiate athlete, all forms need an accompanying parent or legal guardian’s signature.
  - □ Authorizations for emergency treatment and release of medical information are required to expedite your care within the Bridgewater College healthcare system. **Note:** Healthcare information for all students is strictly secured pursuant to HIPAA and/or FERPA regulations. Only those people needing to discuss a student’s healthcare needs will be allowed access.
- □ eFiles Tab
  - □ There is a Health Record **Physical Form** that has been finalized and signed by a medical doctor, nurse practitioner, physician assistant, or doctor of osteopathy. The physical must be completed after May 1 and before July 15. **If your insurance carrier has an annual date or number limit on physical exams, it is suggested that you explain this is a college entrance physical to your insurance representative. In many cases, the insurance carrier will waive the condition.**
  - □ The participation status is clearly marked as cleared for ALL athletic and academic pursuits by the healthcare provider. [Any other level checked by the provider requires **ADDITIONAL** documentation before being cleared].
  - □ **Health Record Immunization & Sickle Cell** must be completed by the healthcare provider.
  - □ Please be sure all forms are complete and accurate.
  - □ **Health record must be completed on the online portal, including uploading Physical and Immunization records. Hard copies, fax, and email copies will not be accepted.**

**SPECIFICALLY FOR INTERCOLLEGiate ATHletes:**
- □ All physicals must be secured after May 1st of each academic year for every year the student athlete participates. A newly completed Health Record must be submitted annually in order to participate in intercollegiate athletics.
☐ The Authorizations for emergency medical treatment portion must be signed in order to participate in intercollegiate athletics. By signing this permission, you are allowing for speedy and efficient medical care and discussions between the athletic training staff and the varied medical providers charged with keeping our student athletes participating safely in sports.

☐ Student athletes do not need to submit immunization or sickle cell information more than once (first year of enrollment).

☐ **ALL** student athletes, regardless of risk level, must verify sickle cell trait status through a previous or current blood test. This only needs to be done once. There are no exceptions or waivers. A healthcare provider cannot choose to disregard this request without the student athlete being ineligible for participation (bottom of Immunization form). A hemoglobin solubility without reflux test will suffice, if the student athlete is unable to produce birth hemoglobin results. This verification only needs to be completed once (first year of participation).

☐ Student athletes taking banned substances such as Attention Deficit Hyperactivity Disorder (ADHD) medications will require additional paperwork to meet the requirements of the NCAA.

☐ If you have questions about the required forms including information on banned substances or additional documentation needed should participation status be limited, contact the Director, Clinical Athletic Training, Heather Grant (hgrant@bridgewater.edu).

☐ Any forms submitted after July 15th will require at least 3 business days for processing. **The student athlete WILL miss at least one practice day if the forms are submitted after July 15.**

RECORDS MUST BE COMPLETED BY JULY 15. Forms must be submitted to the online portal. Please email healthrecord@bridgewater.edu if you have any questions.