

DIGITAL PHYSICAL PACKET INSTRUCTIONS - WEBSITE VERSION

IMPORTANT LINKS

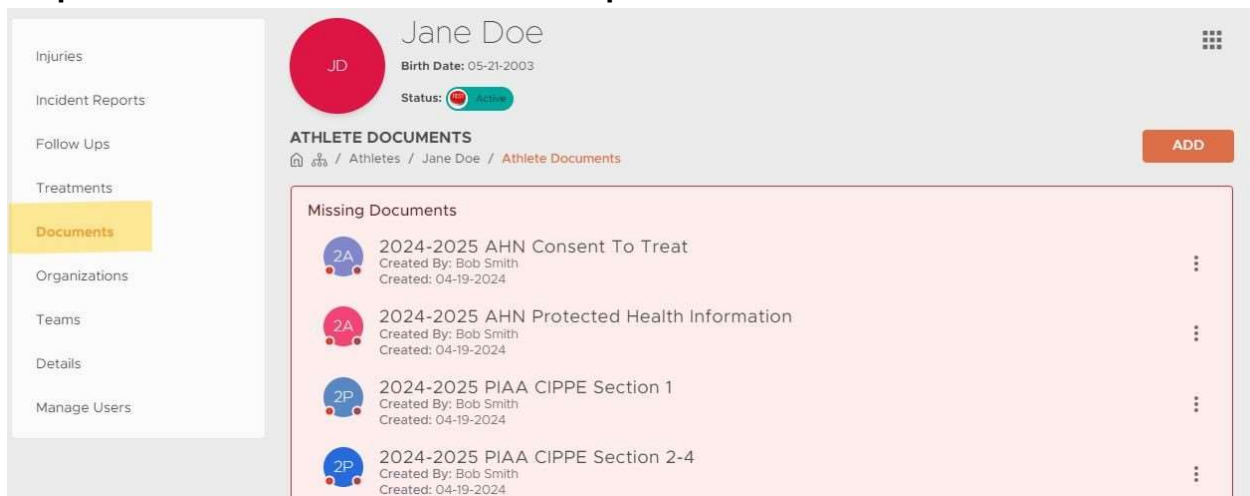
- Healthy Roster Website: www.healthyroster.com
- Direct link to log in: dashboard.healthyroster.com/account/login

GENERAL REMINDER

- All portions of the physical must be completed after May 1st, or completion of the student-athletes spring sport season, in order to be eligible to participate in athletics for the upcoming school year

Step 1 - Log in to Healthy Roster

Step 2 - Select “Documents” from the options on the left side of the screen

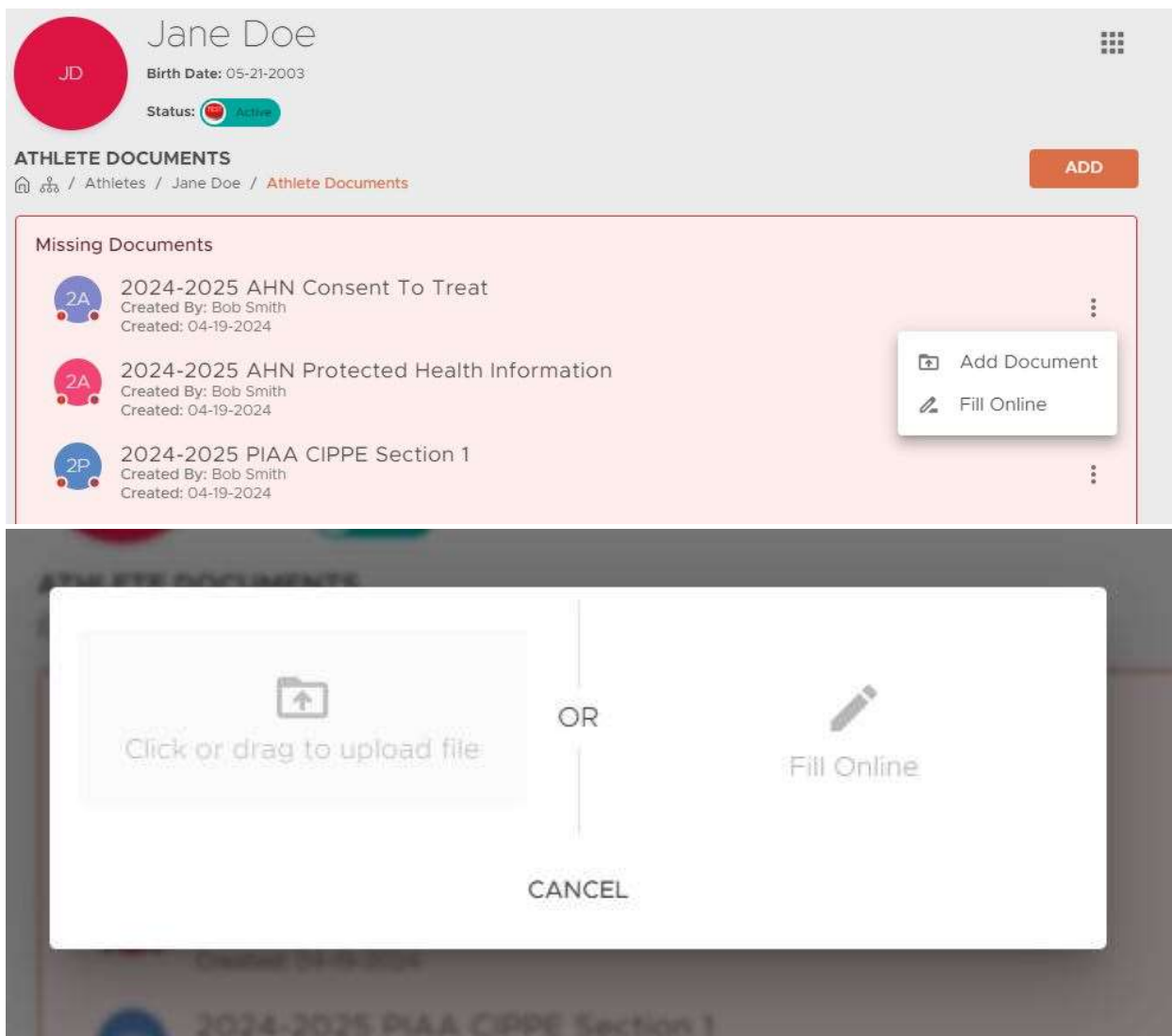


Step 3 - Complete all required documents, including:

- AHN Consent to Treat
- AHN Protected Health Information
- PIAA CIPPE Section 1
- PIAA CIPPE Section 2-4
- PIAA CIPPE Section 5
- PIAA CIPPE Section 6

Step 4 - To begin work on a document, you will need to click on the three vertical dots on the far right. You will have two options to complete documents.

- See Below on Next Page



Step 5 - Once you select the “Fill Online” option, you will be taken to the document. You will need to complete all required information before adding your signature.

IMPORTANT REMINDER - If you make a mistake while filling out a document, you will need to delete the document you were working on and start a new one (return to Step 4).

Step 6 - After providing all necessary information for the document, you will be asked to sign the document (if necessary).

- **See Below on Next Page**

Consent To Sign


By clicking or selecting "I Agree" below you are agreeing to sign this document electronically. You are agreeing that your electronic signature is the same as your handwritten signature for the purpose of validity, enforceability and admissability.

Signer Name

Signing Role

- You will need to add your name and make sure that parent is selected in the “Signing Role” box.
- Then you will be able to add your signature to the document

I understand that AHN’s Notice of Privacy Practices can be reviewed here: <https://www.ahn.org/notice-of-privacy-practices>

_____ Student Athlete (if over 18) Signature	_____ Date	
		
_____ Parent or Guardian Signature	_____ Date	_____ Witness

Step 7 - Once you add your signature, you will be taken back to the start of Step 6, where you will need to request that your child signs for the student-athlete signature.

- See Below on Next Page



- After you select “Request via Email” you will enter your child’s information

A screenshot of a web application form titled "Request Signature". The form contains the following fields:

- A text input field for "Signer Name" containing the text "Jane Doe".
- A text input field for "Email Address" containing the text "janedoe@gmail.com".
- A dropdown menu for "Signing Role" with "Student" selected.

At the bottom right of the form, there are two buttons: "OK" and "CANCEL", both in orange.

Step 8 - Your child will receive an email from Healthy Roster, which will allow them to sign the document.

- See Below on Next Page



Support
help@healthyroster.com

YOU HAVE A NEW **SIGNATURE REQUEST**

Hello Jane Doe,

██████████ has requested that you sign a document via Healthy Roster. Click below to view and sign the document.

Enter the below authorization code when prompted:

5374

[VIEW DOCUMENT](#)

- After the click on the “View Document” button, they will have to enter their authorization code

COMPLETE SIGNATURE REQUEST

To view the document please enter the 4-digit authorization code included in the email you received:

- Once they enter their code and hit “Submit”, they will be allowed to sign the document.

CONSENT TO SIGN x

SIGNEE

SIGNEE ROLE

Student ▼

SIGNATURE APPEARANCE

▼

By clicking or selecting "I Agree" below you are agreeing to sign this document electronically. You are agreeing that your electronic signature is the same as your handwritten signature for the purpose of validity, enforceability and admissability.

CANCEL I AGREE SEND FOR SIGNATURE

Clinician(s) to provide injury/illness care and prevention related to participation in stu

If you have any questions on this process, please reach out to your assigned Athletic Trainer via the Healthy Roster app.