

PHYSICAL PAPERWORK INSTRUCTIONS

2009-2010

1. Read the "Letter to Athletes/Parents/Guardians."

KEEP THIS LETTER FOR YOUR INFORMATION

Take it home for your parents to read.

2. Preparticipation Physical Screening. Fill out the first 2 pages that includes all the medical history questions

- Use black ink pen
- Print clearly.
- Answer all the questions; do not leave them blank.
- Explain all "yes" answers; (Right or Left side and year)
- Be honest in your answers.
- Sign and date the bottom.
- Immediately see the Athletic Trainer to begin the next section.

3. If you are planning to see the team physician for a physical, immediately schedule with the Athletic Trainer to begin the next section (medical history review, resting pulse, blood pressure, vision and orthopedic tests). . . If you are going to your own physician, have them fill out the last page of the physical form. This form must be signed by an MD. Return the completed form immediately to the athletic trainer.

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4. Take the Letter to Athletes/Parents/Guardians home.

5. With your parents help, completely fill out:

1. Emergency contact information
2. Medical Insurance information
3. Assumption of risk form
4. Information Release form

- Use black ink pen
- Fill out these forms completely. Ask parents for help.
- Print clearly
- Include all important numbers
- Sign and date the forms.
- Parent signature required if you are under 18 years old.

IF YOU DO NOT HAVE INSURANCE, this form still must be filled out. Fill out the athlete information completely. Additional verification will be required to file a claim with the school insurance.

- Immediately return all forms to the Athletic Trainer
- Be sure to let us know if your insurance changes during your time at CSM

6. If you have any questions call Pat FitzGerald in the CSM athletic training room:

650-574-6451 or visit our web site: www.collegeofsanmateo.edu/athletictraining

7. All paperwork must be completed and turned in to the athletic trainer before participation in sports.



College Of San Mateo

Athletic Training Office

1700 W. Hillsdale Blvd., San Mateo, California, 94402

TO: CSM ATHLETES / PARENTS / GUARDIANS

**FROM: Patrick FitzGerald, ATC
Head Athletic Trainer**

**Jeremy Nicoloff, ATC
Assistant Athletic Trainer**

DATE: August 1, 2009

Welcome to the College of San Mateo Athletic Program. The purpose of this letter is to introduce myself and outline my duties, policies, and procedures for injury care and prevention. Please **KEEP THIS LETTER FOR YOUR REFERENCE**. A comprehensive "Athletic Training Services Manual" is available through your coach, the Athletic Trainer, or the Athletic Director. For those of you not familiar with what an athletic trainer is and does, here is a brief summary.

ATHLETIC TRAINER

We are hired by the college to take care of all the medical needs for each of the eight intercollegiate sports offered at CSM. Our duties include but are not limited to: administration and collection of the physical sport screening and other medical forms, injury evaluation and first aid, referral to physicians, completing school insurance claim forms, follow up injury treatment and rehabilitation, communication between doctor-coach-athlete-parent, and injury prevention. We are available Monday through Friday with my general office hours posted on the athletic training room doors. Exact office hours will fluctuate with the athletic schedules. One of us is always in attendance at all home contests. I have two offices on the CSM campus: the primary office is the building between the tennis courts and Team House (Building 30,) and the second office is in the gymnasium (Building 8). Visits may be scheduled or I will take non-scheduled individuals on a first-come / first-served basis.

REPORTING INJURIES & INSURANCE

All injuries must be reported immediately and documented in the athletic training room. Every student enrolled in intercollegiate athletics is insured by CSM against accidental injury. The CSM insurance policy is secondary to the insurance that you may already have. If you have an HMO, you must use the medical services provided by that plan. Not all injuries are covered by the school insurance. Students that are not enrolled, failure to report injuries, failure to fill out claim forms, or submit bills may result in the insurance denial of a claim. Any bills from an accident must be submitted to your primary insurance and the school insurance immediately. Claim forms are available in the Athletic Trainers' office. Please complete the *Emergency Contact Information/Health Insurance* form to let us know what medical insurance plan you belong to. This insurance information is extremely valuable in a medical emergency. The College of San Mateo and SMCCCD maintain physical and procedural safeguards that comply with federal standards to protect your personal information. We do not use or disclose your information for any fund-raising, marketing or research activities. It is the athletes' and parents' responsibility to let us know if your medical insurance changes during the season. If you have any questions concerning the school insurance, please call either myself, the Athletic Director or the College Health Center.

(please see other side for more information)

TEAM PHYSICIAN – PHYSICAL

Our primary team physician is Dr. Warren King. He is an orthopedist with the Palo Alto Medical Clinic and is a valuable resource for sports medicine information. We may use him or one of his associates to help us with physicals, injury evaluation, and treatment. If you elect to see your own doctor or physical therapist for an injury, please bring a note from them with a diagnosis, treatment recommendations, and activity status to the athletic trainer. Without medical clearance, you may not return to activity. A pre-season physical screening is necessary to participate in intercollegiate sports. This will include a medical history, pulse, blood pressure, vision, and orthopedic evaluation. A copy of the physical screening form to be used is available online. I will schedule with Dr. King a date and time at the beginning of the school year. Be sure to check with your coach or myself for the date and time of the physical. There is a \$10 donation to the athletic training room for this service. Funds are used to augment supplies and equipment for the athletic training room. Checks may be made payable to Pat FitzGerald. If you miss the physical at CSM, you may have to go to your own medical doctor to have it completed.

FIRST AID

Should you be injured and you are undecided as to what action should be taken, we recommend the following:

1. Rest
2. Ice – for 15-20 minutes every 2-3 hours
3. Compression – with an ace wrap
4. Elevation – of the injured part above the heart

If the pain continues more than 24 hours or limits your activity in any way, be sure to see the athletic trainer or team physician at once.

IMPORTANT PHONE NUMBERS

Athletic Trainer:	Pat FitzGerald, ATC Jeremy Nicoloff, ATC	EM: fitzgeraldp@smccd.edu EM: nicoloffj@smccd.edu (650) 574-6451
PE / Athletic Director:	Andreas Wolf	Office: (650) 574-6461 Fax: (650) 574-6518
Team Physician:	Dr. Warren King	(650) 853-2943 (408) 732-0600
College Health Services:	Sharon Bartels	(650) 574-6396

KEEP THIS LETTER AVAILABLE FOR FUTURE REFERENCE.

IF YOU HAVE ANY QUESTIONS OR CONCERNS WITH OUR POLICY, PLEASE FEEL FREE TO PHONE MR. PAT FITZGERALD AT THE CSM ATHLETIC TRAINING ROOM, OR THE ATHLETIC DIRECTOR IN THE ATHLETIC DIVISION OFFICE.

WE WANT THE BEST CARE POSSIBLE FOR ALL OUR ATHLETES.

For more information on athletic training and forms go to: www.collegeofsanmateo.edu/athletictraining
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