We are pleased to welcome you to the Tribe Athletics family. There are a few items that must be completed and returned no later than June 1, 2023 so that we can establish your personal, confidential file with the Division of Sports Medicine. These items are necessary in medically clearing you for participation in intercollegiate athletics at William & Mary and establishing your eligibility for coverage under our secondary insurance policy. Incomplete forms will delay the process. **This process must be complete before you will be allowed to participate in any athletic activity.**

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### Medical Forms

- Please schedule an appointment as soon as possible with a physician for a physical examination and sickle cell screening. **NCAA requirements mandate that your last physical be within the last 6 months for completion of our physical form.**
- You must print the following forms for you and your physician to complete at your appointment.
  - Student Health Center Health Evaluation Form (electronic via Student Health Center Portal)
    - [https://www.wm.edu/offices/wellness/healthcenter/student-requirements/index.php](https://www.wm.edu/offices/wellness/healthcenter/student-requirements/index.php)
    - Please note the due date of this form. There is a $100 late fee for failure to submit the form by June 1, 2023.
  - Athletic Participation Physical Form (included in this packet)

---

### Health Insurance Form

- Please note that you must include a copy of the **FRONT** and **BACK** of your insurance card in the space provided.
- You are also **required** to provide proof of insurance to the Student Health Center. Please understand that this is separate from what Sports Medicine is asking you to do. Please do both.
- **TriCare Special Notes:**
  - **If you have TriCare, you MUST specify Prime or Select.**
  - If you are enrolled in TriCare Standard, be aware that it has transitioned into TriCare Select as of January 2019. Please enroll into the East Region, which will put you into TriCare Humana. You will have to select a Primary Care Physician (PCP) such as Elizabeth Smith, NP, out of VCU Health.
  - If you are enrolled in TriCare Prime, know that your coverage from William & Mary Team Physicians will be limited. The scope of this plan requires you to see a physician at Fort Eustis in Newport News (40 minutes from campus).
  - If you would like to switch plans, a change of address qualifies as a life event to enroll outside of the normal enrollment period.

---

### Waive OR Enroll in the School's Insurance

- **If you have existing health care coverage** for your child and DO NOT wish to purchase the health insurance coverage offered through the Student Health Center, you need to visit [www.wm.edu/health/insurance](http://www.wm.edu/health/insurance) to submit a waiver request. **YOU MUST SUBMIT THIS ONLINE.** However, if you have existing health care but do not have coverage in the state of Virginia, you
may want to consider purchasing the health insurance policy offered through the Student Health Center. You will need to submit an enrollment request for this. Please see item below regarding lack of insurance coverage.

- If you do not submit this request by the deadline on the website, you will be automatically billed for coverage under the student insurance administered by United Healthcare Student Resources. The opening & closing dates are available on the website at the above link.
- Denying the student health insurance DOES NOT affect your ability to be seen at the Student Health center or the Athletic Department’s secondary insurance coverage.

- **If you do not have existing insurance coverage**, you should purchase the health insurance policy offered through the Student Health Center. Please visit [www.wm.edu/health/insurance](http://www.wm.edu/health/insurance) to submit an enrollment request. **YOU MUST SUBMIT THIS ONLINE.**
- The opening & closing dates are available on the website at the above link.

### ADHD Medication Exemption Information Form (if applicable)

- The National Collegiate Athletic Association (NCAA) bans certain classes of drugs because they can harm student-athletes and/or create an unfair advantage in competition. The NCAA will grant medical exceptions if adequate documentation showing the student-athlete has undergone a diagnostic evaluation for a type of drug. Exceptions may be granted for substances included in the following classes of banned drugs: anabolic agents, stimulants, beta blockers, diuretics, anti-estrogens, and peptide hormone. If you are on these medications, print the ADHD Medication Exemption Information Form at the end of this packet and give to your doctor to obtain the proper documentation for your medication so that we have it on file in the Athletic Training Facility. Your physician needs to complete the form **and** include the necessary documentation required in the form. The NCAA now requires us to have this information on file.

### Submitting your forms

Please mail the completed forms to the appropriate addresses shown below by **June 1st**. If you mail forms to the incorrect location, it will delay the processing of your paperwork.

Please keep pages 9-14 for your records.

Please mail the **Athletic Participation Physical Form, Health Insurance Form,** and **ADHD Medication Exemption Information Form** (if applicable) to:

William & Mary  
Division of Sports Medicine  
PO Box 399  
Williamsburg, VA 23187-0399

If you have questions regarding these forms or have trouble downloading these forms, please email Melanie Eley at mneley@wm.edu or call (757) 221-3407.
I. Contact Information

Student’s Name: ____________________________________________

What is your legal gender? __________________________

What is your pronoun (circle)? He/Him She/Her They/Them

SSN ____________________________ Student ID # ____________________________

Sport ____________________________ Birthdate ____________________________ Age __________

Entering Status (circle): Fr. So. Jr. Sr. Grad Expected year of Graduation: __________

Athlete’s Email: ____________________________ Athlete’s Cell Phone ( ) __________

(W&M account)

Parents’ Names ____________________________ Parent’s Email: ____________________________

Home Address __________________________________________________________________________

(Parents) Street City State Zip

Parents’ Home Phone ( ) ____________ Parent’s Cell Phone ( ) ____________ (Mother)

( ) ____________ (Father)

CONSENT FOR TREATMENT

I give authorization to the William & Mary Sports Medicine staff to evaluate and treat any injuries that occur during my athletic participation at the university. This includes immediate first aid and treatment, physical exam, follow-up, and rehabilitation/treatment in the athletic training facility as well as at the Student Health Center. I understand that the team physician has the authority to prohibit me from further participation because of injury and/or because of an undue liability risk to William & Mary.

Student-athlete Signature ____________________________ Date __________

Parent’s Signature (if athlete is under 18 years of age) ____________________________ Date __________
THE NEXT TWO PAGES TO BE COMPLETED BY THE STUDENT-ATHLETE OR PARENT/GUARDIAN:

Omitting or providing fraudulent information may result in dismissal from a team or a cancellation in athletic aid (scholarship).

II. Personal History - Please answer ALL questions. Leave no blank spaces.

Childhood diseases ________________________________________________________________

Do you have any drug allergies? ______ If yes, please list drug & reaction ________________________________________________________________

Do you have any food or insect allergies? ______ If yes, please list food & reaction ________________________________________________________________

Significant medical conditions (dates & diagnoses) __________________________________________________________________________

Surgeries not related to an athletic injury ____________________________________________________________________________________

Current medications and reasons for use ______________________________________________________________________________________

Check either Yes (Y) or No (N) to indicate whether you have (or had in the past) diagnosed with any of these problems. Provide details below.

<table>
<thead>
<tr>
<th></th>
<th>Y N</th>
<th></th>
<th>Y N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Allergies</td>
<td>Diabetes</td>
<td>Kidney infection/stones</td>
</tr>
<tr>
<td></td>
<td>Anemia</td>
<td>Eating Disorder</td>
<td>Lung Disease</td>
</tr>
<tr>
<td></td>
<td>Anxiety</td>
<td>Gastrointestinal Disorder</td>
<td>Menstrual Irregularities</td>
</tr>
<tr>
<td></td>
<td>Asthma</td>
<td>Headaches</td>
<td>Pneumonia</td>
</tr>
<tr>
<td></td>
<td>Bleeding Disorder</td>
<td>Heat Illness</td>
<td>Rheumatic Fever</td>
</tr>
<tr>
<td></td>
<td>Cancer/malignancy</td>
<td>Hepatitis or Liver Disease</td>
<td>Rheumatoid Arthritis</td>
</tr>
<tr>
<td></td>
<td>Cold Illness (ex. Raynaud’s, etc)</td>
<td>High Cholesterol</td>
<td>Seizure Disorder</td>
</tr>
<tr>
<td></td>
<td>Contacts/Glasses</td>
<td>Hearing Impairment</td>
<td>Thyroid Disorder</td>
</tr>
<tr>
<td></td>
<td>COVID-19</td>
<td>Visual Impairment</td>
<td>Tuberculosis or Positive TB Test</td>
</tr>
<tr>
<td></td>
<td>Depression</td>
<td>Infectious Mononucleosis</td>
<td>Other</td>
</tr>
</tbody>
</table>

Details __________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Check either Yes (Y) or No (N) to indicate whether you have (or had in the past) these problems. Provide details below.

<table>
<thead>
<tr>
<th></th>
<th>Y N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chest pain/discomfort/tightness/pressure related to exertion</td>
</tr>
<tr>
<td></td>
<td>Unexplained syncope/near-syncope (temporary loss of consciousness or fainting)</td>
</tr>
<tr>
<td></td>
<td>Excessive exertional and unexplained dyspnea (difficult of labored breathing), fatigue, or palpitations associated with exercise</td>
</tr>
<tr>
<td></td>
<td>Prior recognition of a heart murmur</td>
</tr>
<tr>
<td></td>
<td>Elevated blood pressure</td>
</tr>
<tr>
<td></td>
<td>Prior restriction from participation in sports</td>
</tr>
<tr>
<td></td>
<td>Prior testing for the heart, ordered by a physician</td>
</tr>
</tbody>
</table>

Details __________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
III. Family History – Check either Yes (Y) or No (N) to indicate if condition exists in your family (immediate family, grandparents, aunts, uncles). Please provide details below.

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>Y</th>
<th>N</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies</td>
<td>Cancer</td>
<td>Lung Disease</td>
<td>Ulcer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anemia</td>
<td>Diabetes</td>
<td>Psychiatric Disorder</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asthma</td>
<td>Eye Disorder</td>
<td>Stroke</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bleeding Disorder</td>
<td>High Blood Pressure</td>
<td>Tuberculosis</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details

______________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________

Check either Yes (Y) or No (N) to indicate if condition exists in your family (immediate family, grandparents, aunts, uncles). Please provide details below.

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premature death (sudden and unexpected, or otherwise) before age 50 attributable to heart disease in ≥ 1 relative</td>
<td></td>
</tr>
<tr>
<td>Disability from heart disease in close relative &lt; 50 years of age</td>
<td></td>
</tr>
<tr>
<td>Hypertrophic cardiomyopathy OR dilated cardiomyopathy</td>
<td></td>
</tr>
<tr>
<td>Long QT-syndrome</td>
<td></td>
</tr>
<tr>
<td>Arrhythmias</td>
<td></td>
</tr>
<tr>
<td>Other specific cardiac conditions (please indicate):</td>
<td></td>
</tr>
</tbody>
</table>

Details

______________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________

Is there a history of heart disease in your family (immediate family, grandparents, aunts, uncles)?   Yes   or   No

Please explain:

______________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________
IV. Injury History – Please read and answer ALL questions!

Have you ever been found to have only one of the following paired organs, and if so, which one is missing?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Right</th>
<th>Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kidneys</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ovaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testicles</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Have you or a family member been diagnosed with Marfan’s Syndrome?  **YES** (If yes, who?) __________  **NO**

2. Have you or a family member been diagnosed with the Sickle Cell Trait?  **YES** (If yes, who?) __________  **NO**

3. Do you have any other medical illness or injury, past or present, that we should know about for your own protection?  **YES**  **NO**

   If yes, please explain:  
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

Have you had any of the following problems that may have limited your performance and/or caused prolonged pain/discomfort?  If **YES**, please provide details below (date of onset and side, left or right).

<table>
<thead>
<tr>
<th>Problem</th>
<th>Yes</th>
<th>No</th>
<th>Date of Onset</th>
<th>Left</th>
<th>Right</th>
<th>Explain (further details at bottom)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knocked Unconscious</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concussion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neck Injury</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;Burner, Stinger&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back Pain</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoulder</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Knee</td>
<td></td>
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</tr>
<tr>
<td>Ankle</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Foot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower Leg</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hip</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elbow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wrist</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arm</td>
<td></td>
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</tr>
<tr>
<td>Hand</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Therapy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details/Other:  
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________
V. Physical Examination

TO THE LICENSED HEALTH PROFESSIONAL (D.O., M.D., P.A., N.P.) PERFORMING THIS EVALUATION:

- Please review the student’s health history and provide additional details as needed.
- Please complete the physical examination and comment on all positive findings.
- All sections of examination must be filled out.

Height ______ inches  Weight _______ lbs.  BP ___________ Pulse __________ Vision R 20/____ L 20/____

Sickle Cell Solubility Test - Date: __________________ Result: ______________________________________
(This testing is REQUIRED by the NCAA for ALL Student-Athletes regardless of ethnicity, family history, etc.)

Covid-19
Positive test: Yes____ Date_________ No_____  
Vaccination: Yes____ Manufacturer_________ 1st Dose Date____________ 2nd Dose Date____________ Booster Date____________  
No____ If no, are you interested in receiving it?________

Cardiac Exam – Please complete ALL sections. Leave no areas blank.
Heart, including murmur: ________________________________________________________________
Lung: ___________________________________________________________________________________
Peripheral Pulses for Coarctation: __________________________________________________________

Please record examination findings below. If abnormal, please elaborate.

<table>
<thead>
<tr>
<th>Normal</th>
<th>Abnormal</th>
<th>Explanation</th>
<th>Normal</th>
<th>Abnormal</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEENT</td>
<td></td>
<td>Genitourinary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eyes</td>
<td></td>
<td>Back</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breasts</td>
<td></td>
<td>Extremities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gastrointestinal</td>
<td>Skin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hernia</td>
<td></td>
<td>Surgical Scars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neuropsychiatric</td>
<td></td>
<td>Endocrine</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shortness of breath</td>
<td></td>
<td>Dyspnea on Exertion</td>
<td></td>
<td></td>
<td>Chest Pain</td>
</tr>
<tr>
<td>Palpitations</td>
<td></td>
<td>Dizziness</td>
<td></td>
<td></td>
<td>Syncope</td>
</tr>
</tbody>
</table>

Are there any physical stigmata of Marfan syndrome? __________________________________________

Physical Examination: Are there any conditions of which we should be aware? Describe fully. Use an additional sheet if necessary.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

I have reviewed the information above and make the following recommendations for his/her participation in athletics:

Cleared ________ Not Cleared ________ Cleared - f/u needed (explain below) ________

F/U Recommendations: ____________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Examiner’s Signature (not typed) __________________ Street __________________ City __________ State __________ Zip ____________

Examiner’s Name (PRINTED) __________________ Telephone __________ Date ____________
ACCEPTANCE OF RISK/LIABILITY WAIVER

Please read completely and carefully, and sign below:

a. The undersigned hereby certifies that the answers to questions on the Athletic Participation Physical Form and physical examination are correct, true, and honest.

b. We understand that having passed the pre-participation medical/physical examination does not necessarily mean that the student-athlete is physically qualified to engage in athletics, but only that the examiner did not find a medical reason to disqualify them.

c. We understand and accept the risks of injury, the possibilities of permanent disability, and death inherent to the relevant sport. By signing below the student-athlete pledges to do their best to reduce these risks by keeping in the best physical condition and following the advice of the team physician, attending physician, athletic trainer, and coaching staff concerning the prevention, treatment, and rehabilitation of athletic injuries.

d. We grant permission to the Sports Medicine staff to hospitalize and/or secure treatment for me for any athletic injury. If the student-athlete is under the age of 18, the undersigned parent grants permission to the Sports Medicine staff to hospitalize and secure treatment for my son/daughter or ward for any athletic injury.

e. I give permission for Certified Athletic Trainers (within the Athletic Department), the Team Physician, VCU Health physicians, Student Health Center staff, and all consulting physicians to exchange, written or orally, any information concerning any injuries or illness that effect my ability to participate in physical activities throughout the time in which I am an official student athlete at William & Mary. Any change in this status must be made in writing by the student-athlete and rendered to all parties concerned.

We, the undersigned, have read and understand the Acceptance of Risk/Liability Waiver statements and agree to follow its policies and procedures. We also hereby release William & Mary and its agents and employees, from any liability caused by, or arising out of the athletic participation in the university's athletic program, unless solely caused by the negligence of the university or its agents and employees.

_________________________________________ (NAME)

Athlete's signature*  Parent's signature*

Date  Date

*Parent's signature is needed if student-athlete is under 18 years of age.
What type of athletic insurance does the athletic department carry?

As a service to our student athletes, the Athletic Department provides a secondary, or supplemental, athletic accidental insurance. The secondary policy will only be applied to medical costs incurred for services rendered by a participant in the William & Mary Sports Medicine network and their specific written referral for further care. That care must still be coordinated through the athletic training staff prior to the visit. The secondary policy is applicable only for athletic injuries that are a direct result of intercollegiate activity during a required practice or competition supervised by a coach.

The secondary insurance policy requires that the injured athlete first make a claim under their primary medical or hospitalization insurance. Medical expenses not covered by the primary insurance will be paid under the school’s policy (subject to its limitations and conditions). Although we attempt to purchase the most comprehensive policy within our resources, this is not an all-inclusive policy.

How does my child qualify for secondary coverage?

You must complete an annual Health Insurance Form that asks for the personal insurance information under which your child is covered. The Understanding Your Health Insurance Coverage While Away From Home form explains the procedures that we must follow to access your primary insurance. In addition, you must complete the Insurance Card Form in which you must copy, paste, or otherwise attach a copy of the front and back of your insurance card. These three forms must be on file in the athletic training facility prior to an injury.

How does the secondary insurance coverage work?

The secondary insurance policy requires that the injured student-athlete first make a claim under the primary insurance. We send your primary insurance information when the student-athlete is referred for care. The provider should file a claim with your insurance company for the services rendered. Your company will evaluate the claim and either pay you or the provider directly or deny the claim. If the provider does not file with the primary insurance, the provider may send you a bill for you to file with your insurance company. If after 60 days of the date of injury, you have not received anything from your insurance company:

1. Call your insurance company to check the status of the claim, and/or
2. Submit the bill from the provider to your insurance company.

We will also send the providers our secondary insurance information and notify our insurance company that a claim may be forthcoming. The provider should file a claim against our secondary insurance company after your primary insurance has been exhausted.

• You should contact the providers directly to make sure they have filed with primary and secondary insurance companies. You may need to file these claims yourself.
• All claims must be resolved with the secondary insurance company within 104 weeks of the date of injury.

When is an athlete referred to a physician?

Whenever the team physician or the athletic trainers are of the opinion that a consultation would facilitate/improve the care of an injury, arrangements for such a visit will be made. Coaches do not have the authority to refer an athlete to any physician except for emergency medical care when the Sports Medicine staff is not available.
What if I belong to an HMO?

If you belong to a Health Maintenance Organization (HMO), you are limited to the HMO’s physician and facilities. Send us specific instructions, requirements, and/or limitations which may be included with the policy. This information is necessary for the claims process to be filed correctly. Failure to follow the proper HMO procedures will void your eligibility for coverage under the athletic department's secondary insurance.

Which physicians can an athlete see under the secondary insurance plan?

For an athlete to be covered under the Athletic Department’s secondary insurance, they may be seen only by participants in our Sports Medicine network. This network is composed of a wide range of specialists from VCU Health and the local medical community. This group provides the best possible health care to William & Mary athletes. We formed this network to ensure accurate and continuous communication between the physicians and the Sports Medicine staff.

Prior written authorization must be granted by a Sports Medicine network physician if an athlete wishes to seek medical attention outside of the network. Authorization is granted only in cases where our consulting physicians cannot provide the required care. If an athlete seeks a second opinion or care from an out-of-network provider, they will be medically ineligible to participate in athletics or utilize the services of the William & Mary Sports Medicine Program until medical records are received and reviewed by the Sports Medicine staff. The athlete has the responsibility to see that the physician forwards all requested information. You also assume financial responsibility for any travel cost and the services of that provider. Our secondary insurance cannot be applied to those services.

Towards which bills can the secondary insurance coverage be applied?

The Athletic Department's secondary insurance can be applied only to those bills for an athletic injury:

1. Injury is reported to the Sports Medicine staff within 24 hours of occurrence,
2. When prior approval for a referral was granted through the Sports Medicine staff,
3. When the care has been coordinated through the Sports Medicine staff,
4. For services rendered by participants in the Sports Medicine network and their specific written referral,
5. For care rendered within 104 weeks of the date of injury, and
6. Your insurance company has responded to and resolved all claims.

What types of things are not covered under secondary insurance?

- Any injury sustained in an activity that is not associated with a required intercollegiate practice or competition supervised by a coach.
- A chronic or recurrent injury that was sustained prior to participation in athletics at William & Mary.
- Any degenerative condition as diagnosed by a physician.
- Any illness (cold, flu, infection, etc.).
- Unauthorized consultations or treatments.
- Conditions because of non-compliance with school's policies, team rules, or the advice of the team physician, attending physicians, the athletic trainers or coach.
- Any injury that is not reported to the athletic trainers within 24 hours of occurrence or onset of symptoms.
- Costs, including travel, associated with second opinions.

What are the parent’s and/or athlete’s responsibilities?

It must be clearly understood that you and/or your child are financially responsible for all charges for the care of an athletic injury and the resolution of all claims. The Athletic Department at William & Mary assumes no financial liability for expenses generated for medical care of an athlete. We will try to relieve any financial burden that may occur from the care of athletic injuries through the department’s secondary insurance policy. However, this is not an all-inclusive policy and benefits will be applied subject to the terms and limitations of this policy.

In addition, the parents and/or athlete have the responsibility to follow the proper procedure to access the secondary insurance policy to seek benefits for charges that arise from an athletic injury. Again, all charges are ultimately the responsibility of the athlete. Therefore, if the threat of collection or garnishment arises from an unpaid bill, the parents and/or athletes are strongly urged to pay all balances to avoid harm to his or her credit rather than wait for the insurance company to decide on benefits.
Will I have to pay for any health care costs that arise due to an athletic injury?

For all athletes—both those who receive athletic grant-in-aid and those who do not—our secondary insurance policy currently carries a $0 deductible per injury that must be met by either a) your primary insurance or b) the athlete or his or her parents. Further, any remaining balances or charges that are not met after all insurance benefits are exhausted are the responsibility of the athlete.

Where can I find more information regarding secondary insurance?

Specific questions should be directed to Melanie Eley, Insurance Coordinator for Sports Medicine at (757) 221-4845 or mneley@wm.edu.

What if my primary insurance coverage changes during the year?

It is the athlete's responsibility to notify the Sports Medicine staff promptly of any changes in his or her primary insurance coverage including changes in insurance carrier, address, benefits, primary care physician, etc. To maintain coverage under our athletic injury policy, the student athlete must provide the following:

1. Health Insurance Form completed with the new information
2. Understanding Your Health Insurance Coverage While Away From Home completed
3. Insurance Card Form completed with new insurance card attached

What if my child does not have primary insurance?

You should purchase the health insurance policy – United Healthcare Student Resources (UHCSR) – offered through the Student Health Center. Please visit www.wm.edu/health/insurance to submit an enrollment request. YOU MUST SUBMIT THIS ONLINE. The opening & closing dates are available on the website at the above link.

Establishing a Primary Care Physician in Williamsburg

In an attempt to provide the best possible health care to our student-athletes, our staff is headed by Dr. Virginia Wells, MD.

If your health insurance requires a referral from a specific physician for care, we would ask that you transfer that designation to a physician here in town, whether it be someone at the William & Mary Student Health Center or one of our local medical clinics. When you call, please identify yourself as a William & Mary student-athlete. To make this change, you will need to contact your insurance company. Your efforts now will help expedite care for your child in the event of an injury.

Please feel free to call upon us if we can be of assistance to you with this process.
Guidelines for the Resolution of Athletic Insurance Claims

If you receive a bill:

1. Check whether your primary policy has been billed FIRST. Please contact your primary insurance company by phone or online to make this determination.
   a. If your primary policy has been billed, please find the corresponding Explanation of Benefits (EOB) for the date of service. A copy of this form must be sent to our secondary insurance company to complete the billing process.
   b. If your primary policy has not been billed, please follow the directions in step 2 to have an itemized bill sent to your primary insurance company.

2. Determine if the bill is itemized – the bill should have the service(s) that were rendered and their individual costs. **A balance statement is not sufficient.** Contact the medical provider and have them send an itemized statement to yourself, or directly to the insurance policy.

If you do not receive a bill **within 30 days** of the date of service, or **60 days** from the date of injury:

1. Contact the medical provider to determine whether or not they have filed with your primary insurance company.

**AG Contact Information**

Mailing Address: AG Administrators, P.O Box 21013 Eagan, MN 55121  
Fax: 610-933-4122 Phone: 610-933-0800

Please understand:

1. For the resolution of claims, the secondary policy needs an EOB from your primary policy and itemized bill from the medical provider for **each** date of service.

2. The secondary policy can only be applied to those bills,
   a. where services are tendered of the treatment of an athletic injury, and
   b. when prior approval of that referral was granted through the athletic training staff, and
   c. when the care has been coordinate through the athletic training staff, and
   d. when your insurance company has responded to all claims

3. The claim for this injury expires 104 weeks from the date of injury. The secondary insurance company may deny claims for bills after that date.

We are willing to advise you through the process, but **the responsibility for the payment of all bills and the resolution of all claims rests with you.** Should you have any questions about the claims process, please feel free to contact the Athletic Insurance Coordinator at (757) 221-4845. Should you have any questions concerning any bills from medical providers, please contact them first before contacting the Athletic Insurance Coordinator. Thank you for your cooperation in this matter. **Please keep this sheet for your records throughout the claims process.**
Notice of Privacy Practices

The Division of Sports Medicine developed this document to keep you informed as to how the Sports Medicine staff may use and disclose your protected health information to carry out treatment, payment, or health care operations. It describes your rights to access and control your protected health information and governs the mechanism in which you can give your consent to the Division of Sports Medicine to release your protected health information to other entities.

Please visit http://www.wm.edu/offices/sportsmedicine/_documents/privacy-practices.pdf to view or to download the entire Notice of Privacy Practices.
William & Mary
Division of Sports Medicine
Health Insurance Form for 2023-2024 School Year

Athlete’s Name: ___________________________ Gender: _______ Pronoun: _______ DOB: _______

Permanent Home Address: ____________________________________________________________________________
City: _______ State: _______ ZIP: _______

Mailing Address if different from Permanent Address: ____________________________________________________________________________
City: _______ State: _______ ZIP: _______

Home Phone Number: ____________________________________________________________________________
Athlete Cell Phone Number: ____________________________________________________________________________
Athlete Email: ____________________________________________________________________________

SSN: ___________________________ WM Student ID #: ___________________________

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<th>REQUIRED</th>
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<tr>
<td>Policy Holder’s Information</td>
<td>Secondary (if applicable)</td>
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<th>Name</th>
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<th>Insurance Co.</th>
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<td>Claims Phone #: _______________________________</td>
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<td>Mailing Address for Claims _________________________</td>
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<td>Policy holder’s relationship to athlete: __________</td>
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<td>Is your dependent son/daughter covered under this policy?</td>
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|                          | |                          | ☐ Yes ☐ No | Policy Holder’s DOB: ___________________________

What type of insurance do you have?
☐ Traditional ☐ HMO ☐ PPO ☐ POS ☐ Other

Does your insurance cover prescriptions? ☐ Yes ☐ No

If you have more than one insurance, please make sure that you do a coordination of benefits and verify which one is primary.

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<th>Emergency Contact (Parent) Information</th>
<th>Secondary Emergency Contact Person</th>
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<td>Name(s)</td>
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<td>Email(s)</td>
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<td>Work/Cell #s</td>
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</table>

I hereby certify that I have read and understand the attached Insurance Frequently Asked Questions (FAQ).

Signature of Policy Holder or Designee ___________________________ Date ______________

PLEASE FILL OUT COMPLETELY, LEAVE NO AREAS BLANK
*Understanding Your Health Insurance Coverage While Away From Home*

It has been our experience that it would be beneficial for you to contact your insurance company **NOW**, long before your child enters school, to ensure your child has adequate, hassle-free coverage while he/she is away at school. We have developed the following questions to help you understand the scope of your insurance coverage to determine if it will meet the needs of your child. The coverage that you have experienced at home may not be the coverage your son/daughter receives while away at college. In case of injury or illness while away from home, you would hope that your son or daughter should be able to access the same level of health care in Williamsburg without difficulty. If your insurance does not allow out-of-network coverage, your son/daughter may have to go home for care or be exposed to higher co-pays and higher out-of-pocket expenses. Such restrictions also inevitably slow the access to comprehensive care that will return your child to health and to competition. You may ultimately find it advantageous or necessary for you to change your insurance plan or even insurance company to maintain the coverage at school that you have experienced at home. **Failure to provide current and complete information and/or notify us of any changes could compromise and complicate access to the athletic department’s secondary insurance policy making you solely responsible for all medical bills.**

1. Does your son/daughter have coverage and/or out-of-network benefits in Williamsburg, VA for services other than emergency care (i.e. diagnostic testing such as MRI or x-ray, chiropractic care, physical therapy, etc.)?
   
   YES  
   NO

   If no, consider switching insurance. We suggest you speak with the William & Mary Sports Medicine staff at (757) 221-3407 to discuss your coverage needs.

2. Does your son/daughter need a referral from their PCP to access other providers (imaging, specialists, etc.)?
   
   YES  
   NO

   If YES:
   
   PCP Name: ______________________  Phone Number: ______________________

   If so, we ask that you make either Dr. Virginia Wells, Dr. Alexander Vap, Dr. Thomas Loughran, or another physician in Williamsburg as their PCP instead. When you call please identify yourself as a W&M student-athlete. Please contact us at (757) 221-4845 if we can be of assistance in selecting a PCP in the local area.

3. Please circle all eligible providers within your benefits. You may check these providers by calling your insurance company or logging into your insurance company’s website. Please search the providers and locations listed below.

   Alexander Vap, MD  
   Robert O’Connell, MD

   VCU Health @ W&M  
   VCU Medical Center  
   VCU Health Neuroscience, Orthopaedic, and Wellness Center

   Scott W. Sautter, Ph.D  
   Peninsula Radiological Associates

   Sentara Regional Hospital  
   Sentara CarePlex Hospital  
   Velocity Urgent Care

   Tidewater Diagnostics Imaging  
   Pivot Physical Therapy  
   VA Anesthesia & Perioperative Care Specialist
PLEASE COPY YOUR INSURANCE CARD (FRONT & BACK) BELOW

READ CAREFULLY

- I authorize payment of medical benefits to all providers for all services and materials they provide during the care of an injury/illness.
- I agree to supply any and all information requested by my primary insurance, William & Mary, and their excess insurance company in a timely manner in order to expedite the claims process.
- I hereby authorize William & Mary and their excess insurance company to secure and inspect copies of case history records, lab reports, diagnoses, x-rays, and any other data pertaining to the injury/illness I am receiving care for or previous confinements or disabilities relevant to the care of the injury/illness.
- I authorize the Sports Medicine staff at William & Mary and/or my coach to hospitalize and secure treatment for me for any athletic injury/illness. If the athlete is under 18 years of age, the undersigned parent grants permission to the Sports Medicine staff at the university and/or their coach to hospitalize and secure treatment for their son/daughter for any athletic injury/illness.
- I authorize The Division of Sports Medicine at William & Mary to release medical records to other healthcare providers in order to facilitate timely & appropriate treatment or care.
- A photostatic copy of this authorization shall be deemed as effective and valid as the original.
- I will notify the Sports Medicine staff at William & Mary immediately upon any change in the above health insurance information.

SIGNATURE: ________________________________  Date: ________________
(If under 18, parents must sign, otherwise must be signed by parent or student-athlete)

**PLEASE COMPLETE ONLINE WAIVER FORM IF APPLICABLE**

If you have existing health coverage and DO NOT wish to purchase the student health insurance coverage offered through the Student Health Center at William & Mary, you need to visit www.wm.edu/health/insurance to submit a waiver request. **If you do not submit this waiver request online by the date on the website you will be charged for the student insurance!** Denying the student health insurance DOES NOT affect the ability to be seen at the Student Health Center or the Athletic Department’s secondary insurance coverage.
PLEASE COPY YOUR COVID-19 VACCINATION CARD BELOW

William & Mary Athletics does not require COVID-19 vaccination to participate; however, we strongly recommend it in our student-athletes. Non-vaccinated student-athletes will still be required to test periodically based upon department, university, NCAA and/or CDC testing policies. Fully vaccinated student-athletes will also not be required to quarantine if deemed a close contact to a positive case. If you have received all your doses of the vaccine, please copy your provided card below.

Copy vaccination card here
William & Mary Division of Sports Medicine
Attention Deficit Hyperactivity Disorder (ADHD) Medication Exemption Information Form

Primary Care Physician/Health Care Provider:
The student-athlete presenting this form to you plans to or already participates in intercollegiate athletics at the William & Mary. Our institution is governed by the rules and regulations of the NCAA (www.ncaa.org), thus requiring the collection of medical records for those student-athletes diagnosed/treated for ADHD/ADD utilizing specific medication which may be banned by the NCAA. In order to show compliance with this legislation, we are asking our student-athletes to take this letter to their primary care physician/health care provider to fill out and to provide the following information in order to continue/begin their NCAA participation while also continuing to take their ADHD/ADD medication.

Please return this form & supporting documentation to the student-athlete or to the following address or fax number:
William & Mary
c/o Division of Sports Medicine
PO Box 399
Williamsburg, VA 23187-0399
Phone (757) 221-3407 // Fax (757) 221-4361

I authorize the release of this information and the results of this examination to William & Mary Division of Sports Medicine staff.

Student Signature: ________________________________
Date ______ /______/______

Student-Athlete’s Name: ________________________________
Date of Birth: ________________________________

Date of initial evaluation: ________________________________
Date of most recent follow-up: ________________________________

Physician’s Diagnosis: ________________________________________________________________

Medication Prescribed/Follow-up Orders: ________________________________________________________________

(Examples of the NCAA Banned-Drug Class: Stimulants include amphetamine, atomoxetine, dexamphetamine, dextroamphetamine, methamphetamine, and methylphenidate. For more information please visit www.ncaa.org/health-safety.)

✓ Please attach a brief summary of the comprehensive clinical evaluations used to diagnose this student-athlete with ADHD/ADD (reference DSM-IV criteria) and any supporting documentation.

✓ Please attach any ADHD Rating Scale (ex: Connors, ASRS, CAARS) scores and report summaries.

✓ Please include medication documentation, along with a copy of the script for the current medication. The student-athlete does not have to be put on a trial of non-stimulant medication but documentation must note that a non-stimulant alternative was considered and why the stimulant medication was chosen instead.

✓ If available, please provide copies of the following:
  o Any psychological testing results
  o Laboratory/testing results helping to diagnose ADHD/ADD

Name of Physician: ________________________________
Address: ________________________________
Specialty: ________________________________
Signature: ________________________________
Date: ________________________________

STAMP
Please make sure that you have completed the following items:

- Medical Forms
  - Student Health Center Health Evaluation Form (electronic)
  - Athletic Participation Physical Form
- Health Insurance Form
- Waived or Enrolled in the School's Insurance online
- ADHD Medication Exemption Information Form (if applicable)
- Reviewed the Privacy Practices online

**Submitting your forms**

Please mail the completed forms to the appropriate addresses shown below by **June 1st**. If you mail forms to the incorrect location, it will delay the processing of your paperwork.

Please keep pages 9-14 for your records.

Please mail the **Athletic Participation Physical Form**, **Health Insurance Form**, and **ADHD Medication Exemption Information Form** (if applicable) to:

William & Mary  
Division of Sports Medicine  
PO Box 399  
Williamsburg, VA 23187-0399