

<b>PROVIDENCE COLLEGE</b> <b>MEDICAL POLICIES AND PROCEDURES</b>
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### ***I. Health Screening( ELIGIBILITY)***

A. The National Collegiate Athletic Association (NCAA) guidelines recommend that all student athletes have a pre-participation medical evaluation upon initial entrance into an institution's intercollegiate athletics program. The initial evaluation includes a comprehensive health history, and relevant physical exam followed by annual history updates. Athletic Health Care at Providence College supports the NCAA recommendation. A current medical and injury history must be filed in the sports medicine office along with the health screening results. Also, proper insurance information must be on file in the sports medicine office prior to the health screening. In order to prove medical clearance and eligibility to participate, a signed authorization slip must be presented to the coach from the Sports Medicine Department.

### ***II. Injury or Illness Medical Treatment***

#### **A. Initial First-aid Treatment**

1. The athlete must report to a representative of the sports medicine staff all injuries or illnesses associated with athletic competition as soon as possible but at least within three days from the time it was incurred

**2. No payment of charges will be accepted if the injury is not properly recorded**

3. The athlete is not permitted to seek outside medical attention without prior authorization from a representative of the sports medicine staff except in cases of emergency

4. In case of an EMERGENCY or a medical problem outside of regular athletic training room hours, the athlete is advised to contact an athletic trainer or the team physician for assistance or advice immediately. It is also suggested that the athlete contact his or her coach for assistance if having difficulty in reaching an athletic trainer. If the athlete is unable to reach the athletic trainer, he/she should try and notify the PC Student Health Center for advice. It is strongly recommended that all athletes use the PC sports medicine staff for all medical problems. **If all else fails, call the EMT's at the college or go to the emergency room at St. Joseph Fatima Hospital and let your coach and/or your athletic trainer know what you did.**

#### **B. Follow-up Physical Therapy Treatment and Rehabilitation**

1. Treatment will be available to all athletes with injuries, but those "in-season" will be served first. Failure of an athlete to keep treatment appointments will be interpreted as an indication that the athlete is not interested in playing and the coach will be notified. Non-traditional and off-season athletes are asked to use the morning for evaluation and treatment.

2. Treatments will be given under the direction of the team physician and under the supervision of an athletic trainer in one of the training rooms: Canavan Sports Medicine Facility and/or Schneider Ice Arena when on campus and where appropriate when on an away trip.

### ***III. Practice or Game Participation for an Injured or Ill Athlete***

A. Decisions on the availability of an athlete for practice or game competition shall be the sole responsibility of members of the Providence College Sports Medicine Staff or its representative. Failure to comply with these decisions can bar the athlete from participation in upcoming games or contests. The athlete will be expected to report to all practice sessions, dressed in practice equipment. No treatments are given during practice **UNLESS THE ATHLETIC TRAINER HAS BEEN NOTIFIED BY THE COACH TO ALLOW THIS.**

### ***IV. Dental Care***

A. The Athletic Department will be financially responsible only for injury to sound natural teeth incurred while participating in an official practice session or game. Dental caries, extractions, and normal dental care not directly related to an athletic injury shall be the responsibility of the student-athlete.

### ***V. Contact Lenses and Glasses***

A. The replacement of contact lenses lost or repair of eyeglasses broken during official practices or games maybe covered by the Athletic Department. Immediate notification to the Supervising Athletic Trainer is required prior to receipt of permission to seek replacement or repair. Failure to comply with this procedure relieves the Athletic Department of any financial responsibility. Athletes are asked to register their lens prescription with the Sports Medicine Office. Contact lenses may be obtained through the department of intercollegiate athletics with special permission by the Director of Athletics. The head coach and the supervising athletic trainer must recommend the athlete for this service. Once the department of athletics has purchased contact lenses for the athlete, the athlete is responsible for all maintenance of the lenses and the replacement of all lost lenses unless they are lost or damaged due to ICA participation. It is the responsibility of the athlete (parent or guardian) to provide contact lens replacement insurance. Providence College will pay for replacement cost per the rate established with insurance. It is also recommended that a second set of contact lenses be kept by the athletic trainer.

B. Expenses for reading glasses cannot be paid for by the athletic department

### ***VI. Prescriptions or Other Drugs***

A. Any approved and covered prescription from the team physician or other referral facility should be brought to the training room at PC. If the Team Physician is unable to meet the prescription or drug order, it will be filled for the athlete at a pharmacy where we have an open account. The athlete who has a prescription filled on his/her own will do so at his/her own expense.

### ***VII. Referral to Medical Specialist***

A. If in the opinion of the team physicians, a student athlete-should be referred or is in need of referral to any medical specialist for consultation due to an athletic injury, **the referral must be approved** and will be made by the team physician directly or by the supervising athletic trainer. A *referral form* must accompany the student-athlete to all medical appointments. A referral will never be made by a coach and at no time will a student athlete make arrangements to see a specialist and expect the PC athletic department to pay for the expense.

B. It should be understood that each problem will be dealt with on an individual basis.

C. The athletic department of Providence College will be financially responsible for all medical expenses incurred as a result of injury or illness directly related to athletic competition at PC if the above procedures are followed. Except in the case of an emergency, no medical expenses incurred without approval of the supervising athletic trainer will be paid by PC. In the instance of an emergency, the supervising athletic trainer or team physician must be notified of this by the athlete within seven (7) days after obtaining such consultation.

D. The athletic department feels it is offering the best medical coverage possible. Any athlete who disagrees with the medical opinion given by a member of the PC medical staff or who seeks a second opinion from another physician or medical source, does so at his or her own expense unless they have pre-authorized permission from the sports medicine office. Any other medical opinion to the contrary will not necessarily return the athlete to active participation in practices or games until the PC team physician gives a release for such activity.

**E. The athlete who chooses to ignore the directions of the supervising athletic trainer and/or team physician and/or medical consultant, will not participate in any games or practices for Providence College.**

F. Sometimes athletes learn of some "new" or "different" idea that might seem like a better way of caring for an injury other than what is being done for them. None-the-less, the only way these notions will be consi-

# ALL VARSITY ATHLETES

(please keep this in your room for future reference)

## SPORTS MEDICINE SERVICES

### I. HOURS OF OPERATION

-- Beginning the first TUESDAY in September, the athletic training room will be open for regular operation as follows (*Fall pre-season hours will be by individual team schedules*)

<b>Monday - Friday 8:30 am - 6:00 pm</b>
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**Sat & Sun and after 6:00 pm only by scheduled practice/games.**

Keep in mind that there are only five full-time staff athletic trainers and two graduate assistant athletic trainers available to cover 19 sports out of this facility. Whenever possible we will try and be as consistent as possible by having the same staff and work study students with your team. However, because of the necessity of having to cover all the sports nearly year-round--even with the number of athletic trainers we have, it will be impossible to expect that any one team will have the same athletic trainer all the time. With the exception of men's varsity basketball and ice hockey, **NO SPORT** can expect any one athletic trainer exclusively for their own team on a full-time basis.

Each staff certified athletic trainer may have one day or two half days off during some weeks and may miss a practice every once in awhile. Please keep in mind that there is no off-season for our staff athletic trainers because we go from one sport to another.

### II. USE OF EMERGENCY CELLULAR PHONE SERVICE

- dial the Cellular Phone number **401-742-4101**
- if no one answers, just leave a message to include your name, time, problem and number

### III. IMPORTANT TELEPHONE NUMBERS

New England Ambulance...2461-1881	Health Service...865-2422
Security...Emergency 865-2222	Non Emergency 865-2391
<b><u>Full Time Athletic Trainer Staff</u></b>	
John Rock	865-2262(O) 401-941-6431(H)
Quinn Harper	865-2971 401-480-9592
Kristen Duhamel	865-2260 401-301-1382
Ben Rohde	865-2541 410-493-7467
Bryn Van Patten	865-2251 516-330-1543
<b><u>Graduate Assistant Athletic Trainers</u></b>	
Dana Jusino	865-2001 973-441-4105
TBA	865-2970

### V. PHYSICIAN EVALUATION

-- Each **MONDAY/TUESDAY/THURSDAY** during the regular school year **Dr. Mirrer/Dr. Lifrak/Dr. Singer** will be at our facility to examine anyone who has been referred by one of the staff athletic trainers with an orthopaedic problem. Other times the athlete may have to be seen at the office. We will try to provide the transportation, however, at times we may have to ask for your assistance.

-- Each **WEDNESDAY or THURSDAY** during the regular school year, **Dr. Puerini/Dr. Rosenberg** will have medical clinic at our facility to see those people with any other non-orthopaedic problems including infections and illnesses that the staff athletic trainers have referred.

## **SPORTS MEDICINE SERVICES**

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-- From time to time we will have to send athletes to one of our list of cooperating medical specialists. Arrangements will be made by this office when the need arises.

-- Any visit to the PC Student Health Service, if possible, should have communication from the athletic training room informing them what has previously been done; and we need to know what they do for you.

## **VI. THERAPY & REHABILITATION**

We utilize the morning hours of operation when at all possible to make a better effort in bringing an injury back to normal by various specialized treatment protocols. Treatments are given by appointment to be sure that the athlete can have as much attention as necessary. We ask that all athletes emphasize this and give full cooperation in making sure to show up on time or some form of discipline might be expected. Because of the limits in space, equipment and personnel, it should be noted that "*In-season*" athletes will normally have priority in being cared for unless there is an emergency. (*see VIII below* ↓).

## **VII. INSURANCE**

We have an EXCESS type injury policy for all of our athletes. This simply means that the athlete's or his/her parent's/guardian's insurance must be used first as the primary insurance BEFORE our policy will be used. Whether or not the athlete has full, partial or no coverage our policy will pick up what is not covered, but **ONLY AFTER** our insurance company is informed in writing what has or has not been paid. Our coverage extends up to \$65,000 and from that limit on to life-time benefits in the event of catastrophic injury. We have no responsibility after an athlete leaves a team (graduation or quitting) *unless prior arrangements are made*. In order to make this plan work, we must know the insurance information for each athlete so the bills are submitted properly.

Therefore, in order to better clarify the procedure for athletic injury expense that goes beyond the college's sports medicine program, the following procedure should be followed:

1. Athletes & parents/guardians will be advised that coverage for medical fees must be submitted through their insurance policy first.
2. **DO NOT ignore or throw away any medical bills**--if in doubt bring to a staff athletic trainer OR call NAHGA Claims Services, 1-800-952-4320, attn: Amy Mains.

**THE INSURANCE WE CARRY IS ONLY FOR ATHLETIC INJURIES.** It does not cover illnesses. ***Athletes must have some other personal insurance for illnesses***--ie, student health insurance or as part of a parents policy. All foreign athletes are required to purchase the Providence College Student Health Insurance unless proof is provided that personal coverage is valid for medical expenses in the USA. All other athletes with no health insurance are also required to buy Providence College Student Health Insurance. **THERE ARE NO EXCEPTIONS**

## **VIII. NON-TRADITIONAL SEASON CARE**

Athletes participating in their non-traditional season, although not a priority, will be taken care of in the athletic training room. Due to facility and staff considerations, we ask that ALL OUT OF SEASON ATHLETES, use the morning time block, from 8:30 am - 12 noon, for evaluations and/or therapy. The afternoon time block will be strictly reserved for IN-SEASON athletes only. Our staff will keep your coaches posted on the status of your injury/illness status.

## **X. REFERRALS**

The athletic department strives to give the BEST QUALITY care possible to its athletes. Referrals will be made by our team physicians when they feel it necessary. Athletes have the right to other opinions as to the diagnosis and expectations of their injury. However, for costs to be paid by Providence College, ALL referrals MUST be pre-authorized by the Providence College Sports Medicine Office. If a student-athlete seeks and is granted a second opinion, the Providence College team physician still has to clear all student-athletes before he/she returns to full participation.

**IX. GENERAL TRAINING ROOM REGULATIONS**

1. During the regular school year the Providence College's main Athletic Training Room Facility in Alumni Hall will normally be open weekdays from 8:30 am to 6:00 pm for varsity intercollegiate athletes. On weekends and at other special times, the facility will be open per practice/game schedules.
2. Report all injuries to an athletic trainer as soon as possible. If your condition requires the attention of a physician, the athletic trainer will refer you to either the team physician or referring physician.
3. Athletes are REQUIRED to **sign in** EVERY time they enter the training room.
4. Only those in need of treatment should be in the Athletic Training Room. Loitering is not expected.
5. The in-season athlete will have priority in utilization of the Sports Medical Staff and Facility.
6. An athlete **must** always be dressed in shorts, shirt, and shoes while in the Athletic Training Room. Also, all athletes must shower and dry thoroughly before entering.
7. Please do not bring equipment, uniforms, etc., into the Athletic Training Room at any time. There is not enough room for dressing. Also, do **NOT** bring towels into the Medical Facility. All towels in the Facility will be considered property of the Medical Facility.
8. No cleated or spiked shoes are to be worn at any time in the Athletic Training Room.
9. The ice machine, refrigerator and freezer are off limits to all students.
10. All strapping, bandaging and treatments, etc., will be handled by the Athletic Training Staff. **NO ONE** is to administer self-treatment.
11. All whirlpools and other types of equipment will be turned on and off by the Athletic Training Staff.
12. If any supplies are needed (tape, bandages, cotton tip applicators), ask an Athletic Trainer **DO NOT HELP YOURSELF!!**
13. All wraps, protective pads or special equipment issued to an athlete for his/her protection and care, are to be returned to the Athletic Training Facility, either when their use is no longer needed or at the completion of the season. If not returned, the athlete will be charged for the replacement cost.
14. No profanity will be allowed. Courtesy and respect for others will also be expected while in the Sports Medical Facility.
15. No food or drinks allowed in the athletic training facility
16. The Athletic Department assumes no financial or legal responsibility for:
  - a. Injuries or illnesses that are not reported within three days
  - b. Any financial charges by a hospital or specialist in which there was no referral made by a member of the PC Sports Medical Staff
  - c. Any injuries or conditions not received in an authorized practice or official contests
  - d. Injuries in the dorm, off campus, or from intramural and recreational activities

**YOU ARE ENCOURAGED TO PLEASE ASK FOR A PERSONAL INTERPRETATION FROM ONE OF THE STAFF ATHLETIC TRAINERS ANYTIME YOU MAY HAVE QUESTIONS**

Please stay well and enjoy optimum success in all academic & athletic endeavors

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dered and paid for by the PC athletic department will be by discussing it with the supervising athletic trainer and the team physician before seeking treatment.

### **VIII. Athletic Medical INSURANCE**

A. All athletes are required to prove to the sports medicine staff that they are covered under appropriate insurance before being permitted to participate in any required physical activity. A copy of your insurance card must be on file. (SEE INSURANCE INFORMATION ATTACHED).

B. The athletic accident insurance at PC provides coverage for accidents while participating in the play or practice of intercollegiate sports. It is designed to make sure no parent will personally suffer one penny of financial loss from an injury occurring while participating in a sanctioned intercollegiate activity. It does not cover non-varsity athletic related injury or illness. It is the responsibility of the athlete to provide this insurance coverage.

C. The athletic department coverage is an EXCESS injury policy, which means that any personal insurance must be used first before our coverage is able to come into effect. Therefore, it is the responsibility of the (athlete, parent or guardian) to submit bills to their health insurance first before it is submitted to our coverage. The PC athletic injury insurance will pay benefits *only after* those amounts covered and payable under the other insurance plans are considered first. (SEE BELOW)

D. **ALL** Providence College International Students are required by the college to purchase the Providence College student health insurance plan. *The same is true for any student- athlete without primary health insurance.*

E. Providence College student-athletes, cheerleaders, student managers, student athletic trainers are covered under accident medical policies sponsored by the National Collegiate Athletic Association (NCAA) for injuries sustained while participating in the intercollegiate athletic program.

#### F. Plan Highlights:

1. Accidental Death or Dismemberment Coverage: Up to \$25,000.00. Dental \$5,000.00
2. Basic Medical Coverage: \$65,000.00 excess per accident incurred within two years of the accident covering medical, surgical, and hospital expenses resulting from intercollegiate athletic participation.
3. Lifetime Catastrophic Injury Benefits: Should expenses exceed \$50,000.00 in the two year period, lifetime medical and rehabilitation benefits are payable with no dollar limit.

As stated previously the Athletic Department coverage's are provided on an "excess of other insurance" basis. Therefore, Providence College will be attempting to submit to the parent's, guardian or athlete's insurance bills resulting from such injuries. Our coverage's pay the balance of injury bills not covered by the parent's, guardian or athlete's policy or if there is no coverage, the total amount of the bills.

### **IX. Out of Season Injury or Illness**

A. The Athletic Department will not be responsible for injuries or illnesses incurred when the student athletes is not actively engaged in a formal, supervised, official game or practice during an NCAA approved season. The sports medicine staff will give advice and extend aid wherever feasible. Expenses for medical treatment can be covered if the problem incurred as a result of an athletically related injury from an approved season. At no time, will any student athletes, not cleared for participation, be allowed to utilize the services of our sports medicine facilities or athletic trainers and team physicians. All participation and use of the College's facilities are accepted at one's own risk. (For more information see enclosed handout on services expected by athletes).

B. Medication and Physical Therapy provided by the Providence College athletic department can only be utilized by student athletics during the academic year.

### **X. FINAL PAYMENT**

Arrangements for payment for medical expenses involving treatment of injuries after an athlete's drop-out, graduation/or loss of eligibility must be made prior to his/her leaving. Specifically:

- A. Upon termination of participation on a team the athletic policy ends for an injury and all treatment for an injury ends in 30 days thereafter.
- B. Upon graduation, treatment for an injury ends in 30 days.
- C. There will be a predetermined limit on the number of physical therapy or chiropractic visits covered in the treatment of an injury. When these are completed one of the full-time athletic trainers must be contacted before any additional treatments are covered.
- D. All braces and orthotics must be used for rehabilitation of an injury after surgery. No brace is used to prevent an injury or lessen a problem unless an athlete agrees to purchase it.
- E. At the end of the school year or before any long break, the athlete must be evaluated before leaving and any additional treatments must be approved.

## **OUTLINE FOR DISPOSITION OF BILLS RELATING TO ATHLETIC INJURIES:**

### **A. Bills sent directly to Athletic Department**

1. Assistant Athletic Director for Sports Medicine verifies bill as an athletic injury.
2. Bill sent to policyholder (either parent or student if student is policyholder).
3. Policyholder submits bill to insurance company.
4. Insurance company acts on claim and sends payment either to medical facility/hospital or to policyholder. Also sends written notification of action on claim to policyholder (**Explanation of Benefits-EOB**).
5. Policyholder sends copy of written notification (EOB) and a copy of the bill to Assistant Athletic Director for Sports Medicine so it can be determined if there is any balance due by the Athletic Department or by our excess insurance carrier. If so, payment is authorized to medical facility/hospital.

### **B. Bills sent directly to policyholder (parents or athletes)**

1. Presuming the charge is for an athletic injury, the policyholder submits bill to their own insurance company.
2. Insurance company acts on claim and sends payment either to medical facility/hospital or to policyholder. Also sends written notification (EOB) of actions on claim to policyholder.
3. Policyholder sends copy of written claim notification and copy of original bill to Assistant Athletic Director for Sports Medicine so we can

determine if there is any balance due by Athletic Department. If so, payment is authorized to medical facility/hospital.

### **C. Bills sent directly to athlete who is not policyholder**

1. Athlete must bring bills to Assistant Athletic Director for Sports Medicine where it will be verified as an athletic injury.
2. Bills will be sent to policyholder and procedure outlined in Section A will be followed. **Athletes MUST NOT ignore bills received.**

### **D. Bills sent by medical facility/hospital directly to insurance company**

1. When written notification of claim action is received by policyholder, policyholder should follow procedure outlined in Section B,3. If athlete is not covered by family or personal insurance, bills should be sent to Assistant Athletic Director for Sports Medicine with an explanation. Any questions about procedure should also be directed to the Assistant Athletic Director for Sports Medicine, Athletics- Alumni Hall, 401-865-2262.

**PLEASE RETAIN THIS OUTLINE FOR EASY REFERENCE....**

## GENERAL TRAINING ROOM REGULATIONS

1. During the regular school year the Providence College's main Athletic Training Room Facility in Alumni Hall will normally be open weekdays from 8:30am to 6:00 pm for varsity intercollegiate athletes. On weekends and at other special times, the facility will be open per practice or game schedules.
2. All injuries must be reported to an athletic trainer as soon as possible. If your condition requires the attention of a physician, the athletic trainer will refer you to either the team physician or referring physician.
3. Only those in need of treatment should be in the Athletic Training Room. Loitering is not expected.
4. The in-season athlete will have priority in utilization of the Sports Medicine Staff and Facility.
5. An athlete **must** always be dressed in shorts, shirt, and shoes while in the Athletic Training Room. Also, all athletes must shower and dry thoroughly before entering.
6. Please do not bring equipment, uniforms, etc., into the Athletic Training Room at any time. There is not enough room for dressing or storing equipment. Also, do **NOT** bring towels into the Medical Facility. All towels in the Facility will be considered property of the Medical Facility.
7. No cleats or spiked shoes are to be worn at any time in the Athletic Training Room.
8. The ice machine, refrigerator and freezer are off limits to all students.
9. Absolutely NO FOOD or DRINKS permitted in Training Room
10. All strapping, bandaging and treatments, etc., will be handled by the Athletic Training Staff. **NO ONE** is to administer self-treatment.
11. All whirlpools and other types of equipment will be turned on and off by the Athletic Training Staff.
12. If any supplies are needed (tape, bandages, cotton tip applicators), ask an Athletic Trainer **DO NOT HELP YOURSELF!!**
13. All wraps, protective pads or special equipment issued to an athlete for his/her protection and care, are to be returned to the Athletic Training Facility, either when their use is no longer needed or at the completion of the season. If not returned, the athlete will be charged for the replacement cost.
14. No profanity will be allowed. Courtesy and respect for others will also be expected while in the Sports Medical Facility.
15. The Athletic Department assumes no financial or legal responsibility for:
  - a. **Injuries or illnesses that are not reported within three days**
  - b. **Any financial charges by a hospital or specialist in which there was no referral made by a member of the PC Sports Medical Staff**
  - c. **Any injuries or conditions not received in an authorized practice or official contests**
  - d. **Injuries in the dorm, off campus, or from intramural and recreational activities**

### IMPORTANT TELEPHONE NUMBERS

Assistant Athletic Director for Sports Medicine— <b>John Rock</b> .....	865-2262 (office)
.....	941-6431 (home)
.....	(401) 742-4101 (cell)
Senior Assistant Athletic Trainer— <b>Quinn Harper</b> .....	865-2971/2076 (work)
.....	480-9592 (cell)
Assistant Athletic Trainer — <b>Kristen Duhamel</b> .....	865-2260 (office)
.....	301-1382 (cell)
Assistant Athletic Trainer — <b>Ben Rohde</b> .....	865-2541 (office)
.....	410-493-7467 (cell)
Assistant Athletic Trainer— <b>Bryn Van Patten</b> .....	865-2251 (office)
.....	516-330-1543 (cell)
Graduate Assistant Athletic Trainers.....	865-2970 (office)
<b>Dana Jusino</b> .....	865-2970 (office)
<b>TBA</b> .....	865-2970 (office)
Drs. Al Puerini/Mark Rosenberg /Jeff Wilson- Team Physicians.....943-6910 (office)	
Dr. Frank Mirrer- Dr. Joseph Lifrak/Dr. Ira Singer/Dr. Chris Chihlas/Dr. CC Migliori/	
Dr. Michael Mariorenzi- Team Orthopedists.....739-9050/ 944-0228	
Providence College Student Health Center.....865-2422	
Security.....865-2222	
<b>Emergency Cell Phone.</b> (always carried by one of staff athletic trainers)..... <b>401-742-4101</b>	