



Sports Medicine Welcome Letter & Paperwork Instructions

North Greenville University Athletics

Dear Parent/Guardian and NGU Student-Athlete,

We are looking forward to the upcoming school year and athletic season and hope you are as well! The Sports Medicine Department at North Greenville University is responsible for coordinating all medical coverage for each athletic team. Our services include injury prevention, evaluation, rehabilitation, first aid, education, insurance coordination, injury tracking, and other medical support.

Required Pre-Participation Paperwork

The following documentation must be completed by each student-athlete prior to participation in NGU intercollegiate athletics. If paperwork is not submitted in full by the deadline, the student-athlete will not be permitted to participate.

- All paperwork is completed annually in accordance with NCAA requirements.
- Going forward, most forms will be completed independently by the student-athlete before leaving campus for the summer.
- We strongly encourage parents and guardians to complete this paperwork together with the student-athlete the first time, so the athlete is familiar with the process in future years.
- Forms requiring a physician's signature must be uploaded separately and will not be accepted unless complete in their entirety.

Digital Forms & Signatures

All forms in this packet are submitted digitally through Teamworks and the Healthy Roster platform and require digital signatures. Please note the following:

- A parent or guardian is required to sign all forms only if the student-athlete is under 18 years of age.
- It is strongly recommended that a parent or guardian review all materials with the athlete, particularly if the parent or guardian holds the student-athlete's health insurance policy or shares financial responsibility for medical expenses.
- If a form is not filled out correctly or in its entirety, it will not be accepted.

Submission Deadlines

Reporting Group	Reporting Month	Forms Due By
June Arrivals	June 2026	June 18, 2026
August Arrivals	August 2026	July 24, 2026

Contact Information

Please do not hesitate to reach out with any questions about the forms, the process, or your student-athlete's medical care at NGU.

Name: James Anderson, MBA, LAT, ATC
Title: Assistant Athletic Director for Sports Medicine
Email: Sports.Medicine@ngu.edu
Phone: (864) 977-7138

We encourage you to read through all materials on Teamworks and the Healthy Roster platform so that you have the information needed for a smooth start to the year. We look forward to a great season and to supporting your student-athletes' health and well-being throughout their time at North Greenville University.

Thank you for your cooperation.

Warm regards,

James Anderson, MBA, LAT, ATC
Assistant Athletic Director for Sports Medicine
North Greenville University Sports Medicine

Paperwork Instructions- Freshman & Transfers

Important materials needed to complete paperwork:

- Active primary insurance. Physical or electronic copy of insurance cards and policy holder information (**Medicare, Medicaid, Tri-care, Christian Ministries plans generally are not accepted**).
- Sickle Cell Test Results (Specifically Sickle Cell Solubility or Electrophoresis lab test)
 - NCAA Transfer test results will be reviewed for consideration.

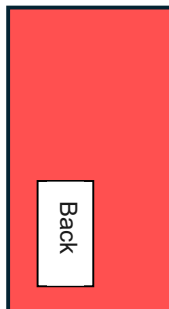
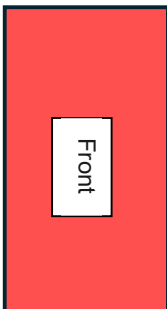
Teamworks Instructions

1. Once you have your NGU email credentials, download the Teamworks App (**TW 2.0**).
 - a. Login using the "Sign in with organizational account (SSO)" option.
 - b. Put "ngu" in the field, and login with NGU email and password credentials
2. Fill out the **Student Athlete Demographic Sheet** on Teamworks first.
 - a. This information will be used to create your Healthy Roster Account
3. Go to the "Tasks" tab to see required forms. And fill out each one.
 - a. Forms to Complete:
 - i. **NGU Welcome Letter**
 - ii. **Student Athlete Demographic Sheet**
 - iii. **Student-Athlete Insurance Form**
 - iv. **Assumption of Risk, Release & Medical Consent**
 - v. **Consent for Disclosure of Protected Health Information**
 - vi. **Sickle Cell Trait Education & Acknowledgement**
 - vii. **Concussion Information & Acknowledgment Form**
 - viii. **ADD/ADHD Medical Exception Form**
 - ix. **Football Helmet Liability Release (football only)**
 - b. ADD/ADHD Medical Exception Form
 - i. State whether you **ARE** or **ARE NOT**, taking medication for ADD/ADHD, as these medications could be flagged as a stimulant during drug testing.
 - ii. If **YES**:
 1. Follow link to the NGU Sports Medicine webpage.
 2. Download the ADHD/ADD evaluation and medication form.
 3. Have your physician fill out the form (**MUST** be DO or MD credentialed).
 4. Upload form to Healthy Roster under Documents tab.

Acceptable Insurance Card pictures- easy to read, minimum background, horizontal



NOT Acceptable Insurance Cards pictures- small, vertical, difficult to read, excess background



Healthy Roster Instructions

1. Fill out the Student Athlete Demographic Sheet on Teamworks
 - a. This information will be used to create your Healthy Roster Account
2. Access the Healthy Roster invitation link in your email
 - a. Click the link to finish setting up your account
3. Complete Missing Forms Under the "Documents" Tab
 - a. **Medical History Form**- Use the "Fill online" option to answer questions on the form. Be sure to explain "yes" answers in the spaces following.
 - b. **NGU Sickle Cell Results (Upload)**- This is the only place where you will upload Sickle Cell test results.
 - i. Needs to clearly state negative or positive the presence of sickle cell anemia or trait.
 - ii. Document must also contain first and last name, athlete date of birth, and test type performed (**documents without these details will not be accepted and resubmission will be required**).
 - iii. **If you are unaware of how to access these results, you can visit your nearest LabCorp location. Contact your athletic trainer for specific information about testing instructions. Insurance information forms **MUST** be completed prior to setting up testing.**
 - c. **(If Needed) Upload ADD/ADHD Medical Exemption Form**
 - i. **When fully completed by a physician**

***** FORMS COMPLETED INCORRECTLY WILL BE REJECTED AND SENT TO STUDENT-ATHLETE TO BE CORRECTED AND RESUBMITTED*****

Accident Insurance Plan Option- BMI

If you do not have eligible insurance, NGU offers an accident insurance plan you may purchase, that meets the minimum sports requirement. To view coverage details and plan information, you may ask your athletic trainer for that information. Prices as follows:

- **Summer Football (June 1, 2026- July 31, 2026):** \$300
- **Football athletes:** ~\$1,100
- **All other athletes:** ~\$750

If interested, communicate with your athletic trainer. You will be sent an additional Teamworks acknowledgement form to sign. Premiums will be billed to the student account or covered by the program if approved. It will be your responsibility to communicate with Student Accounts to pay the balance. Once you have access to your insurance cards, you will upload pictures of the front and back to Teamworks along with policy information (Student-Athlete Insurance Form).

International Insurance Plan- Lewermark

For your primary insurance, you are required to purchase the plan through **Lewermark**. Your athletic trainer will share the Teamworks acknowledgement form to sign and enroll. Premiums will be billed to the student account or covered by the program if approved. It will be your responsibility to communicate with Student Accounts to pay the balance. Once you have access to your insurance cards, you will upload pictures of the front and back to Teamworks along with policy information (Student-Athlete Insurance Form).

- **Estimated cost:** ~\$1,971

On-Campus Physicals- Incoming Athletes

NGU Sports Medicine will conduct **on-campus pre-participation physical exams for all new student-athletes**. These physicals will take place at the beginning of your team's scheduled reporting period. You do not need to schedule your own physical. More details will be shared by your coaching staff or athletic trainer prior to arrival.

Paperwork Instructions- Returners

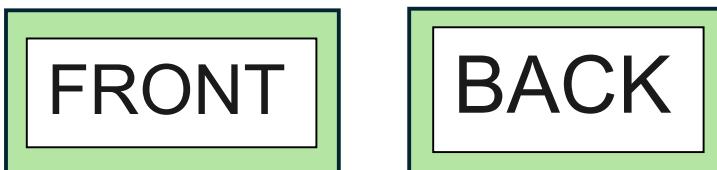
Important materials needed to complete paperwork:

- Active Primary Insurance. Physical or electronic copy of insurance cards and policy holder information (**Medicare, Medicaid, Tri-care, Christian Ministries plans generally are not accepted**).
- Updated medical history notes (if applicable)

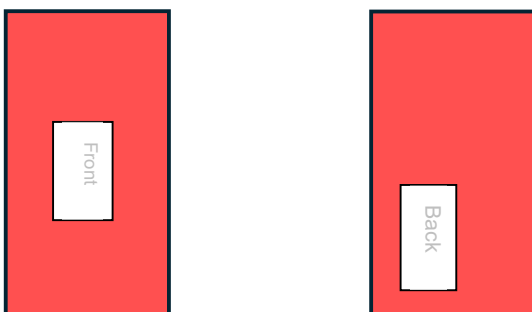
Teamworks Instructions

1. Open the Teamworks App.
 - a. Login using the "Sign in with organizational account (SSO)" option.
 - b. Put "ngu" in the field, and login with NGU email and password credentials.
2. Go to the "Tasks" tab to see required forms. And fill out each one.
 - a. Forms to Complete:
 - i. **NGU Welcome Letter**
 - ii. **Student Athlete Demographic Sheet**
 - iii. **Student-Athlete Insurance Form**
 - iv. **Assumption of Risk, Release & Medical Consent**
 - v. **Consent for Disclosure of Protected Health Information**
 - vi. **Sickle Cell Trait Education & Acknowledgement**
 - vii. **Concussion Information & Acknowledgment Form**
 - viii. **ADD/ADHD Medical Exception Form**
 - ix. **Football Helmet Liability Release (football only)**
 - b. ADD/ADHD Medical Exception Form
 - i. State whether you **ARE** or **ARE NOT**, taking medication for ADD/ADHD as these medications could be flagged as a stimulant during drug testing.
 - ii. If **YES**:
 1. Follow link to the NGU Sports Medicine webpage.
 2. Download Evaluation and medication form
 3. Have your physician fill out the form
 4. Upload form to Healthy Roster under Documents tab.

Acceptable Insurance Card pictures- easy to read, minimum background, horizontal



NOT Acceptable Insurance Cards pictures- small, vertical, difficult to read, excess background



Healthy Roster Instructions

1. Log into Healthy Roster via phone app or webpage
2. Complete Forms Under the “Documents” Tab
 - a. **Medical History Form-** Use the “Fill online” option to answer questions on the form. Be sure to explain “yes” answers in the spaces following.
 - b. **Upload ADD/ADHD Medical Exemption Form (if applicable)**
 - i. When fully completed by a physician

***** FORMS COMPLETED INCORRECTLY WILL BE REJECTED AND SENT TO STUDENT-ATHLETE TO BE CORRECTED AND RESUBMITTED*****

Accident Insurance Plan Option- BMI

If you do not have eligible insurance, NGU offers an accident insurance plan you may purchase, that meets the minimum sports requirement. To view coverage details and plan information, you may ask your athletic trainer for that information. Prices as follows:

- **Summer Football (June 1, 2026- July 31, 2026):** \$300
- **Football athletes:** ~\$1,100
- **All other athletes:** ~\$750

If interested, communicate with your athletic trainer. You will be sent an additional Teamworks acknowledgement form to sign. Premiums will be billed to the student account or covered by the program if approved. It will be your responsibility to communicate with Student Accounts to pay the balance. Once you have access to your insurance cards, you will upload pictures of the front and back to Teamworks along with policy information (Student-Athlete Insurance Form).

International Insurance Plan- Lewermark

For your primary insurance, you are required to purchase the plan through **Lewermark**. Your athletic trainer will share the Teamworks acknowledgement form to sign and enroll. Premiums will be billed to the student account or covered by the program if approved. It will be your responsibility to communicate with Student Accounts to pay the balance. Once you have access to your insurance cards, you will upload pictures of the front and back to Teamworks along with policy information (Student-Athlete Insurance Form).

- **Estimated cost:** ~\$1,971

Physicals- Returners

You do **NOT** need a new physical if you played a sport last semester and completed your exit physical. If you did **NOT** complete this **OR** have significant medical history changes over the summer, you will be required to get a new physical upon arrival to campus.