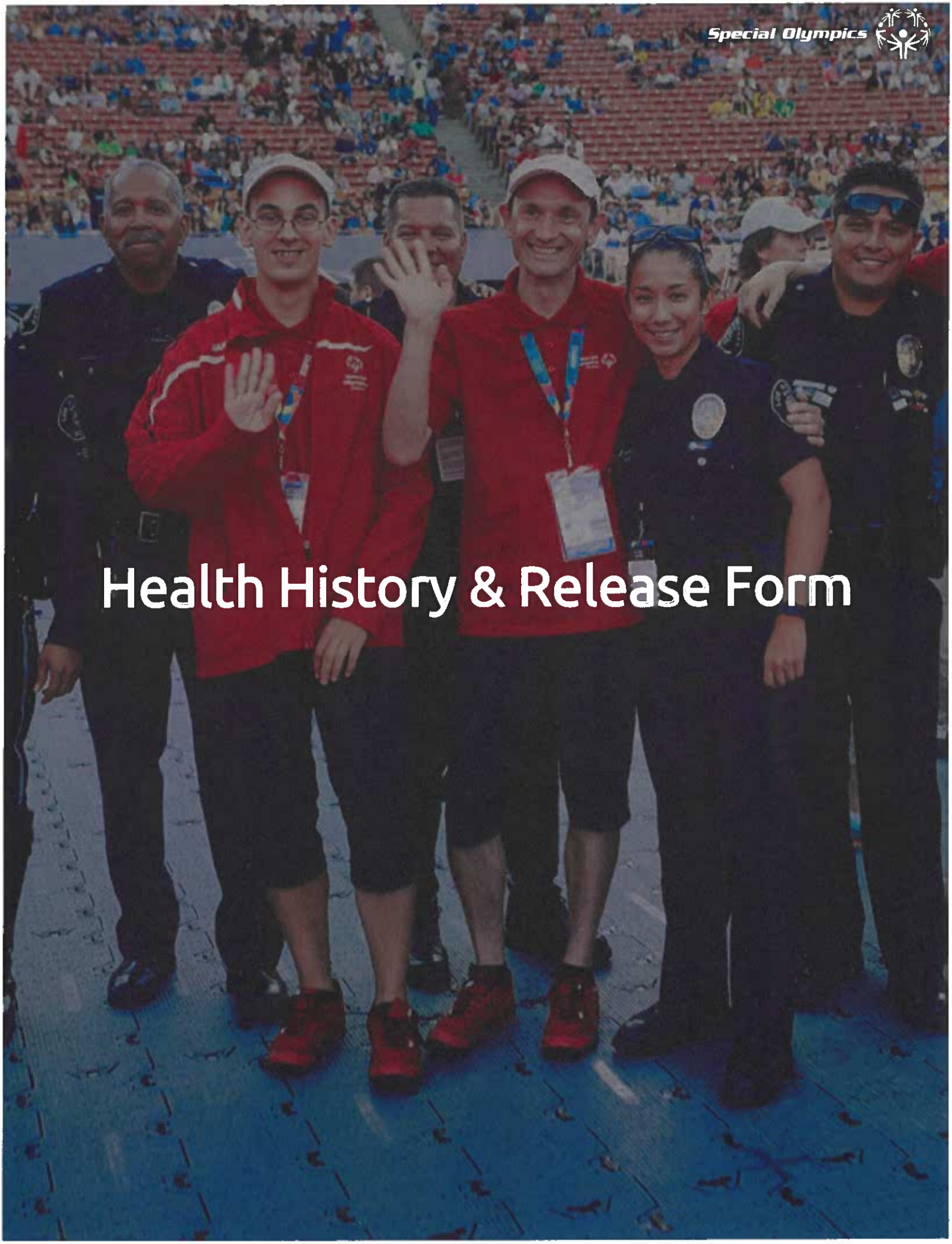


Health History & Release Form

Health History & Release

Frequently Asked Questions

Special Olympics

Updated July 2024

Frequently Asked Questions

Purpose

Welcome to the Health History & Release Form FAQ (Frequently Asked Questions) document!

This guide has been created to address the most common questions and concerns you may have regarding the completion of the Health History form. We understand navigating through a new registration process can sometimes be overwhelming, and that's why we have consolidated all the important information you need into this handy resource.

This guide will walk through how to complete the Health History form for the first time, and how to complete the signature process.

We hope this FAQ supports you in completing the registration process in the new Portal. If any of your questions are not included in this document, you may contact us for more support.

Please check back frequently for updates.

Click on the question you want the answer to

Health History Form: Questions and Answers

1. Completing the Health History Form(s)
    1. What is the Medical Form? How do I complete the Medical Form?
    2. What are Associated Conditions?
    3. What are Mobility Devices?
    4. What are Lifestyle Aids?
    5. What are Communication Devices?
    6. What are the Medical Devices?
    7. What does EKG or ECHO mean?
    8. What should I do if I do not know what treatments or medications I use?
    9. What should I do after I completed the medical questions in the portal?
    10. What should after I print the Medical Form?
    11. What are some alternatives or options if I do not have a printer?
    12. How can I confirm that my forms have been successfully submitted to Special Olympics?

4. Post submission steps
    1. Where can I check the status of my athlete's forms?
    2. Do I need to contact Special Olympics after I have submitted all my athlete's forms?

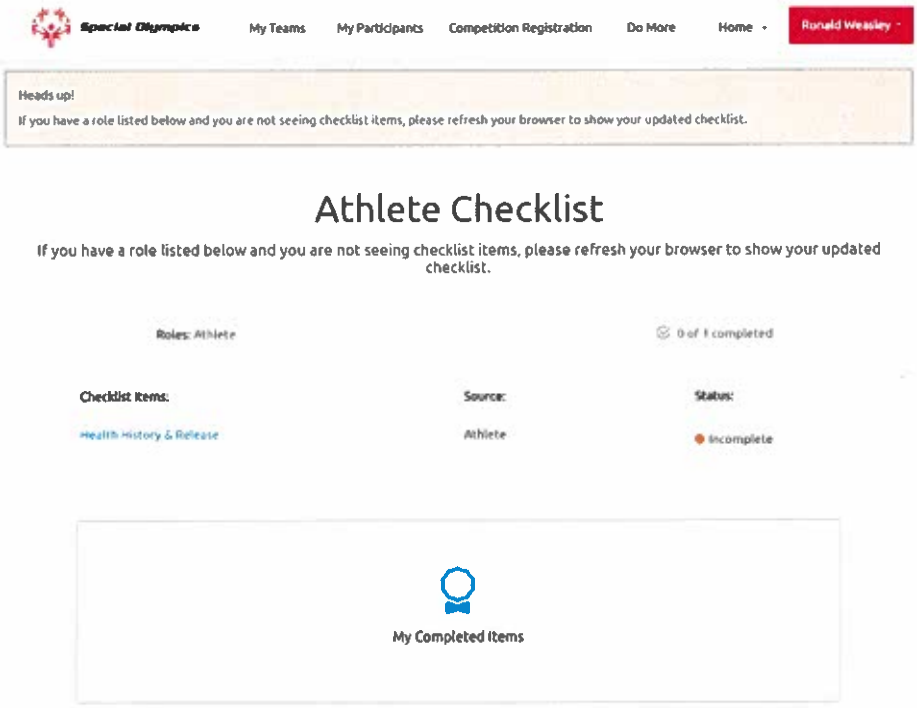
FAQ: Completing the Health History & Release

1 What is the Health History Form?

The Health History & Release Form is designed to identify health concerns an athlete might have and determine if they are clear to participate in sports.

2 How do I complete the Health History & Release Form?

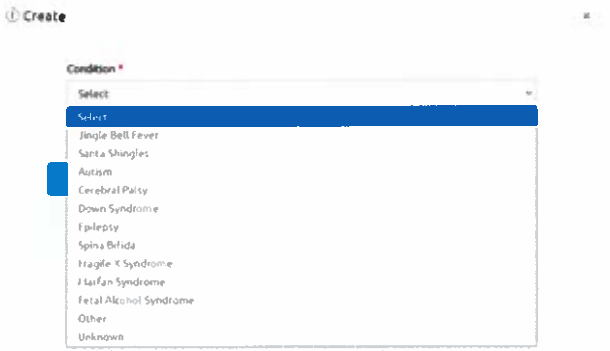
Depending on how you are registered, navigate to your Athlete Checklist or the checklist of an Athlete that you are managing.



On the Athlete checklist, click the "Health History & Release" form listed on the checklist.

3 What are Associated Conditions?

Associated conditions refer to a medical or health condition. To complete this section, you may select a condition from the dropdown list, if applicable to your athlete.



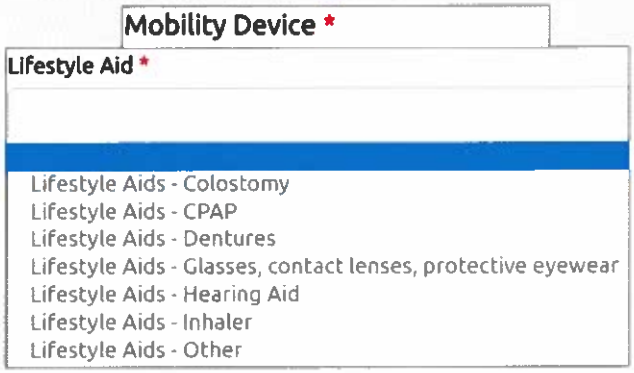
If you do not see a condition applicable to your athlete listed, please select other, and type in the condition in the description box.

If your athlete does not have any associated conditions, you may skip this question.

FAQ: Completing your forms

6 What are the Mobility Devices?

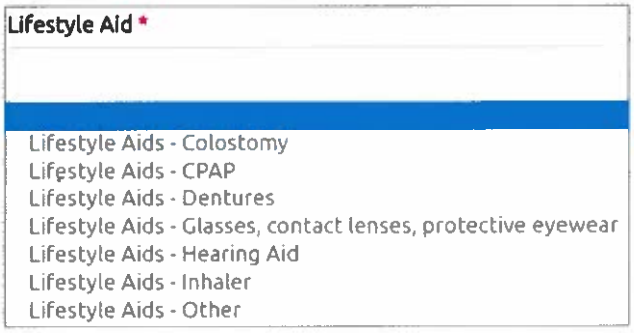
They are assistive devices or equipment designed to help people with mobility limitations in moving around and performing daily activities. To complete this section, you may select a condition from the dropdown list, if applicable to you.



If you do not see a Mobility Device you use listed, please select other and type the name of the device in the description box.
If you do not use any devices, you may skip this question.

7 What are Lifestyle Aids?

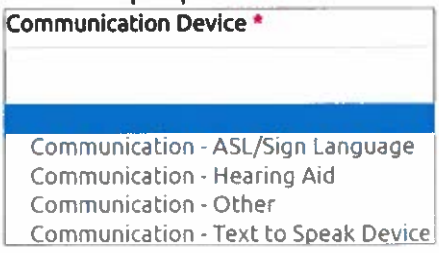
They are tools or products designed to assist people in performing various activities of daily living. To complete this section, you may select a lifestyle aid from the dropdown list, if applicable to you.



If you do not see a Lifestyle Aid you use listed, please select other and type the name of the device in the description box.
If you do not use any lifestyle aids, you may skip this question.

8 What are Communication Devices?

These devices are designed to assist people who have difficulty speaking or communicating using traditional methods.

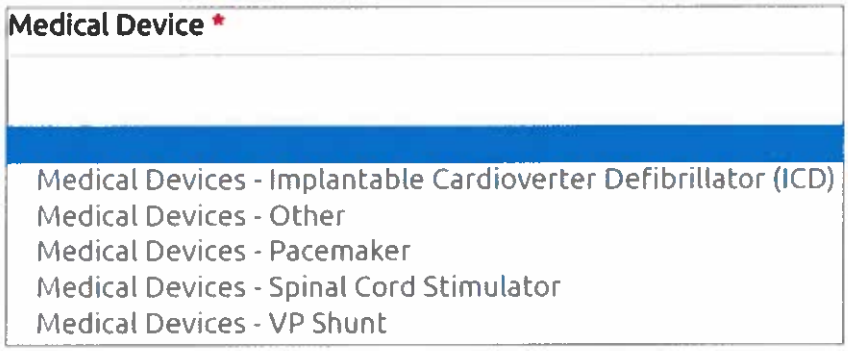


If you do not see a device you use listed, please select other, and type in the device in the description box.
If you do not use any devices, you may skip this question.

FAQ: Completing your forms

9 What are the Medical Devices?

These devices can be used to track and monitor various health indicators. To complete this section, you may select a device from the dropdown list, if applicable to you.



If you do not see a device you use listed, please select other, and type in the device in the description box.
If you do not use any devices, you may skip this question.

10 What does EKG or ECHO mean?

EKG is an Electrocardiogram. An electrocardiogram, is a test that measures the electrical activity of the heart.
ECHO is an Echocardiogram. An echocardiogram, is a test that uses ultrasound technology to create real-time images of the heart.
Both tests provide valuable information to doctors to help them in diagnosing and monitoring heart conditions.

11 What should I do if I do not know what treatments or medications I use?

If you are not sure what treatment or medications you take, you may ask your parent, guardian or doctor. **If you do not use any treatments or medications, you may skip this question.**

12 What should I do after I completed the Health questions in the portal?

Great! You've completed the health history process - New to Special Olympics process is the removal of a doctor's signature on your medical history. You, or a Parent/Guardian will now need to sign your health form.

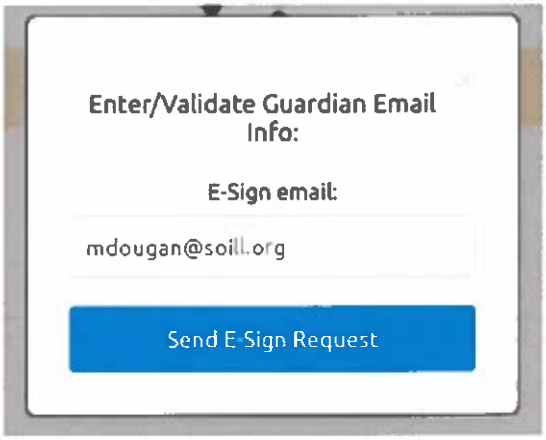
FAQ: Completing an eSign Signature

1 How do I complete an eSign signature?

Click "Sign eForm" to start the process. By following these steps on the screen, you complete the signature document electronically.

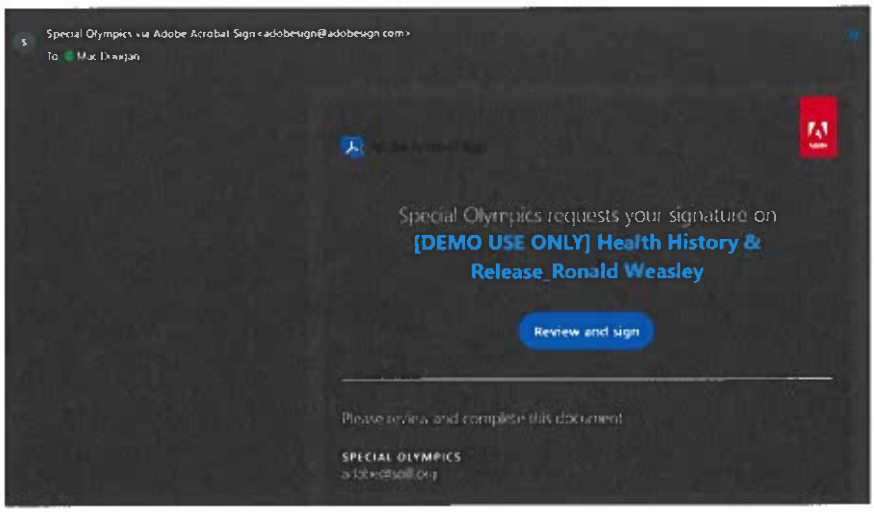
2 How do I complete an eSign signature?

Clicking"Sign eForm" will open a pop-up box for you to type the email of yourself or your Athlete completion. This must be a valid email! This email will come from Adobe Acrobat Sign.



3 How do I complete an eSign signature?

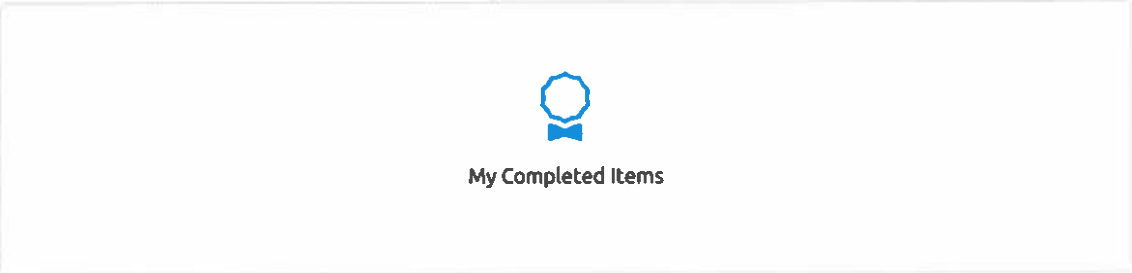
Open the email, click "Review and Sign" then sign the relevant sections where a signature is required. Once completed, click "Click to Sign"



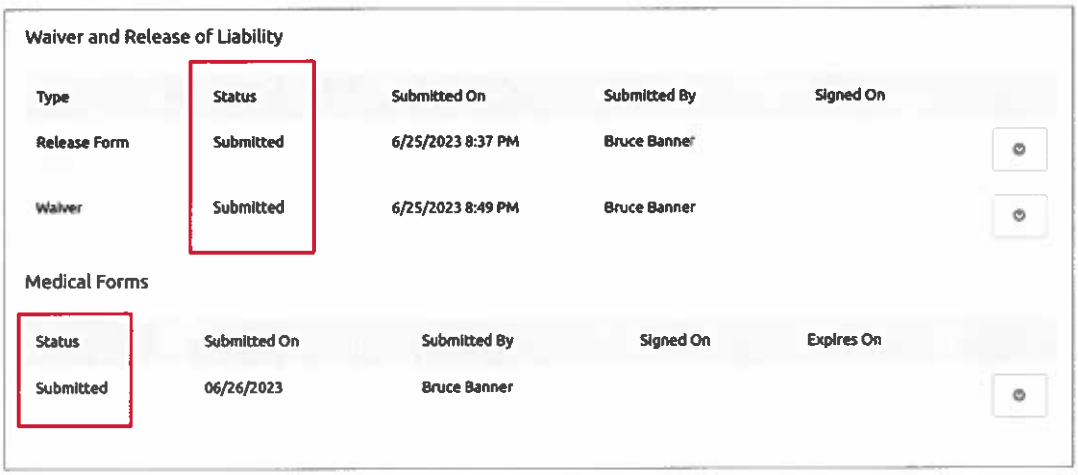
FAQ: Form Status Definitions

1 How can I confirm that my forms have been successfully submitted to Special Olympics?

Once you have completed all forms you will be taken back to the main page. To check the status of an athlete's forms, navigate back to their Checklist and click the 'My Completed Items' box.



You will see a list of the forms. You have successfully shared this information with Special Olympics when the status is 'Submitted'. Additionally, you will receive an email confirmation that the forms have been successfully submitted



2 What does it mean if the status of one of my forms is 'Saved'?

This means that you have started the form but did not complete or upload it. If your form has this status, the Special Olympics team will not be able to start the review process.
For the form to be in a submitted status, you must complete the questions asked in the portal and/or upload the competed/signed form.

FAQ: Form Status Definitions

3 What does it mean if the status of one of my forms is 'Submitted'?

This means that you have successfully uploaded your forms and now Special Olympics staff will review the information and let you know if they need anything else from you.

Type	Status	Submitted On	Submitted By
Release Form	Submitted	6/25/2023 8:37 PM	Bruce Banner
Waiver	Under Review	6/25/2023 8:49 PM	Bruce Banner

4 What does it mean if the status of one of my forms is 'Under review'?

This means that Special Olympics staff has already started reviewing your forms, they will let you know if anything else is needed from you.

Type	Status	Submitted On	Submitted By
Release Form	Submitted	6/25/2023 8:37 PM	Bruce Banner
Waiver	Under Review	6/25/2023 8:49 PM	Bruce Banner

5 How will I know if Special Olympics approved my forms?

In the Portal you can check the status of your forms, if it says 'Approved' or 'Completed' this means that form has been successfully accepted. You will also receive an email, letting you know that the form has been approved.

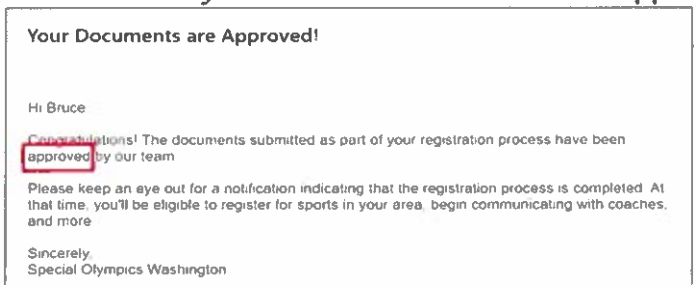
In this example you can see the Health History Form being approved.

Checklist Items:	Source:	Status:
Athlete Medical Form	Athlete	Completed

Medical Forms

Status	Submitted On	Submitted By	Signed On	Expires On
Approved	06/29/2023	Bruce Banner	06/21/2023	06/19/2026

Below is an example of the email you will receive when a Form is **approved**.



Your Documents are Approved!

Hi Bruce

Congratulations! The documents submitted as part of your registration process have been approved by our team

Please keep an eye out for a notification indicating that the registration process is completed. At that time, you'll be eligible to register for sports in your area, begin communicating with coaches, and more

Sincerely,
Special Olympics Washington

FAQ: Form Status Definitions

6 What does it mean if the status of one of my forms is 'Missing Information'?

This status means that something is missing from one of your forms, Special Olympics staff will contact you to request the missing information.

Type	Status	Submitted On	Submitted By
Release Form	Missing Information	6/25/2023 8:37 PM	Bruce Banner

Below is an example of the email you will receive when a Form is **missing information.**

We Need Something Else!

Hi Bruce,

Some or all of the documents you submitted as part of your registration process have a need for follow up.

Don't worry, this can happen for several reasons. They include common issues like poor quality scans, missing signatures, and more. Let's get you back on track. Please login through the 'Special Olympics Registration Portal' and update the document:

Document: Release Form

Our internal notes indicate that we found the following issue with this document.

If you have additional questions, we're here to help. Just reply to this email and one of our team will be back to you shortly!

Sincerely,
Special Olympics Washington

7 What do I need to do if a form is missing information?

Log back into the portal and complete the form again.
Read the next question on how to re-upload these forms.

FAQ: Post Submission Questions

1. **Do I need to contact Special Olympics after I have submitted all my forms?**

   No, there is no need to contact Special Olympics now. After you have submitted all forms, a staff member will review the information and contact you if there is anything else needed from you.

2. **How often should I come back to the portal?**

   As often as you need, you can log in to check on any updates to your form submissions, however, all the updates will be communicated to you via email once the form is submitted.

3. **At what point should I consider updating my information?**

   If you have medical information to be updated, such as new treatments, new medications, a recent surgery, a new assistive device, etc. You can log in and update the information at any time. Staff may need to take time to review your changes, so your form will go back into "Submitted" status.

4. **What information must be updated periodically?**

   The Health History & Release Form expires every year, which means you will need to update this form every year before participating again with your Special Olympics program. You will be notified when it is time to update this form. Additionally, consider updating any changes in medicines you are taking or if you have had any recent surgeries.