

# **ATHLETIC TRAINING ROOM POLICIES AND GUIDELINES NORTHWEST UNIVERSITY**

Health care for intercollegiate athletes is unique to each sport and athlete. These policies and guidelines have been established to meet the needs of everyone making up the Sports Medicine team: Athlete, Athletic Trainer, Coach, Parent, and Team Physician. Please review these guidelines and refer to them, or contact the athletic training room if you have any questions. (425-889-5353) Good Luck this season!

## **In the event of an injury during a Northwest University athletic event or practice:**

1. Contact an athletic trainer as soon as possible after the injury occurs. Any injury that prevents the athlete from performing at 100% of speed, strength, agility and intensity, needs to be evaluated promptly. This will prevent extra lost playing time and prevent re-injury.
2. The athletic trainer will communicate directly with the team physician. An athletic trainer will delegate any injury needing an evaluation by the team physician. The athletic trainer will help coaches and parents receive all information regarding an athlete's injury as soon as it is available.
3. Any party wishing to contact the team physician directly is encouraged to do so, IF the athletic training staff has been involved in the initial injury evaluation and recommendations. The chain of communication is paramount to the progress of the athlete's return to activity. Strong communication with the athletic training staff facilitates proper treatment, return to play, and insurance billing.

## **In the event of an injury "after hours" or in an activity not sponsored by the athletic department:**

1. Seek out the type of medical care appropriate for the situation.
2. Contact your athletic trainer if his/her assistance is needed.
3. **Contact the athletic training room as soon as it reasonably possible.**

## **Treatment and Reconditioning Information:**

1. Athletic training room hours vary according to academic and practice schedules. Generally speaking, the athletic training staff is available from 1:30-6:30 pm M-F, as needed on weekends, one hour before pre-season practices, and two hours before games.
2. Please allow one hour before practice begins to receive treatment. The athletic training room gets very crowded before practice. This allows the athletic training room to accommodate athletes, athletic trainer, and practice times.

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3. **Please check in daily with your athletic trainer regarding that session's treatment.** Injuries and practice conditions continually change. The athletic trainer can make the best decision based on all factors for each injury before receiving treatment.
4. Please fill out the sign in sheet. Each athlete must enter his or her treatment every time they enter the athletic training room. This is your responsibility to show that you have been doing treatment.

### **Insurance Billing and Information**

1. All injury sustained during athletics that incur any charges need to be filed through the athletes' primary insurance carrier: Northwest University athletes' policy is considered excess to the athlete's primary medical insurance policy. Northwest University excess policy will apply to injuries that are sanctioned event and will take effect after the bill has been sent to the athlete's primary insurance.
2. In the event that an athlete has no primary medical insurance, they will need to contact the athletic trainer regarding available medical insurance coverage. All athletes must have primary insurance to be covered by Northwest's 'Excess' policy.
3. It is the responsibility of the athlete and his or her parents to communicate with the athletic training staff regarding any medical bills.

Any questions, correspondence, information regarding these guidelines and policies should be directed to:

Larry Brown  
Head Athletic Trainer  
PO Box 579  
Kirkland, WA 98083-0579  
Email: [larry.brown@northwestu.edu](mailto:larry.brown@northwestu.edu)  
Athletic Training Room phone: (425) 889-5353  
Fax: (425) 803-0413

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ACKNOWLEDGEMENT OF ATHLETIC TRAINING ROOM  
POLICIES AND GUIDELINES

In the effort to elevate the standard of medical care for our intercollegiate athletic program, the services of a certified athletic trainer are available to each intercollegiate student athlete. **It is the policy and procedure that all intercollegiate athletic injuries are first evaluated by an athletic trainer and then a referral will be made in needed.** Exceptions include emergencies, which are defined as life threatening or needing immediate care. In this situation the coach would refer the athlete to the nearest emergency room or acute care facility (this *does not* include your doctor's office). You will be responsible for the total medical costs in the event you decide to seek medical care without following the above policy and procedure because Northwest University insurance program will not be in effect. This policy will not waive your rights to see the physician of your choice, but ensures appropriate utilization of medical services.

My signature below acknowledges the Athletic Training Room Policy and Procedure Guidelines and that the certified athletic trainer is the initial care provider for Northwest University athletic participation.

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Athlete's Name (please print)

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Athlete's Signature

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Date

Please keep page 1 and 2 for your records.

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