ATS: Site Info Overview

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ATS: Site Info Overview

The Site Info area is where your administrator will go to configure your system set up.
This document will be an overview of each of the Site Info areas.

Name and Address for your Organization

Set your time zone difference for your zone versus Eastern, CST= -1, MST= -2, PST= -3.

Short message/contact info available for Athlete Portal sign in page.

Load your Organization or School logo to be used as the report header, this will also appear on the ATS Desktop, Patient/Athlete Portal and Family Communication center log in screens.

Load a graphic that will be used as the background in the ATS Desktop and ATS Staff Portal backgrounds.

This is the website address that is attached to the logo chosen.
When the logo is clicked on the Athlete Portal or Family Portal
it will take you to this designated web address.

ATS: Site Info Overview

The HIPAA notice used on the daily coaches report.

Site Info - Ashley U

Primary | Modules | Security | Tab Order | Opt(1) | Opt(2) | Opt(3) | Swipe Card | Billing | Claims/EDI | Pre-Login | Kiosk | Custom | Inventory

Main | HIPAA Statement | Claim Header | Claim Footer | Electronic Signature Legal | Athlete Portal | Athlete Form Instructions | Emergency Protocol

Enter the HIPAA Statement:

Per HIPAA (the Health Insurance Portability and Accountability Act of 1996) Regulations, this Information is to be held in strict CONFIDENCE, to be used only making participation plans for the student-athletes. Information should not be passed to any other individual or group of individuals.

Site Info - Ashley U

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Insurance Claim Header:

Please file any claims with your insurance company before sending them to us. Please include any documentation relating to the claim along with your information.

If you have any questions please call us at 1-888-328-2577.

Save

Enter the header and footer information used on the injury claim report.

Site Info - Ashley U

Primary | Modules | Security | Tab Order | Opt(1) | Opt(2) | Opt(3) | Swipe Card | Billing | Claims/EDI | Pre-Login | Kiosk | Custom | Inventory

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Insurance Claim Footer:

I hereby authorize....

_____   _____
        Athlete Signature   Date

Close

Site Info - Ashley U

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Main | HIPAA Statement | Claim Header | Claim Footer | Electronic Signature Legal | Athlete Portal | Athlete Form Instructions | Emergency Protocol

Keffer Development Services provides the ability for your organization to capture electronic signatures. However, we do not warrant that these are legally binding. Below is an area to be used for the legal statement that your legal counsel provides to you for this purpose.

Legal statement used during the electronic signature process:

By using an input device (mouse or stylus) to enter a signature, typing your complete name and adding the date below, you attest that you have read and understand the information included on this form and certify that have truthfully answered any questions to the best of your knowledge.

Save   Close

Enter the legal statement provided by your legal counsel to be used as part of the electronic signature process.

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The Athlete Portal tab is where you will make decisions about what types of information the Patient/Athlete Portal will collect, what areas will be required, and other specifics.

Some examples are: # of completed forms shown, Show athlete picture, Show medical history tab, show the paperwork grid, enable forms verification.

You are able to customize what your team choices are labeled as, and require entire sections to be filled out.
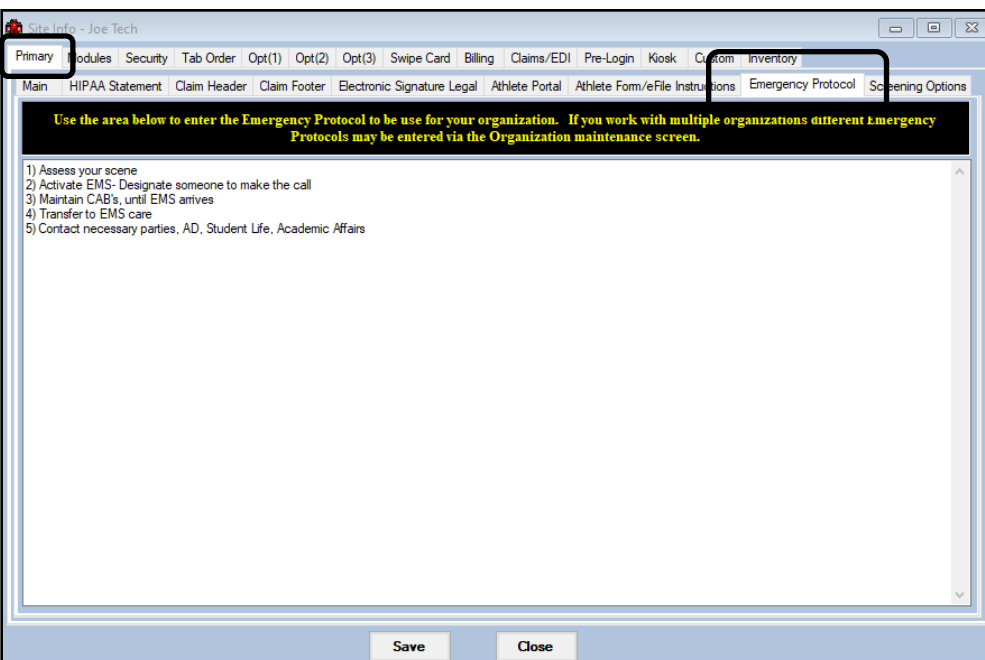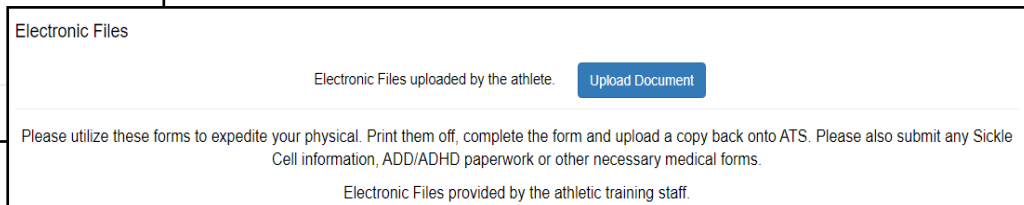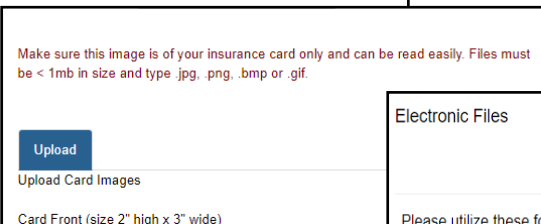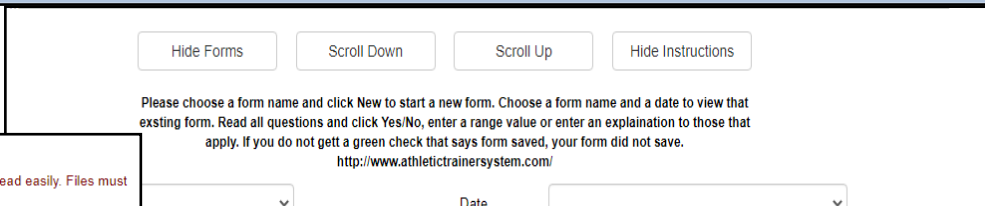

Disable the patient portal and FCC new profile registration. The AT responsible will have to create and send log in credentials

If you are going to be using the Scheduling feature and allowing your athletes to sign up for appointments via the patient/athlete portal and patient/athlete phone you can make some decisions here.

*Be sure to read through all the options available when setting up your Patient/Athlete Portal. To learn more about the Patient/Athlete Portal specifically click here.

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This area is for any instructions you wish to be visible on the forms and eFiles tabs of the Athlete Portal

Insurance card images, will display on the insurance tab in the patient/athlete portal. This will allow you to include any specific instructions, reminders or any other messages they are submitting copies of their insurance cards.

Site Info - Joe Tech

Primary | Modules | Security | Tab Order | Opt(1) | Opt(2) | Opt(3) | Swipe Card | Billing | Claims/EDI | Pre-Login | Kiosk | Custom | Inventory

Main | HIPAA Statement | Claim Header | Claim Footer | Electronic Signature Legal | Athlete Portal | **Athlete Form/eFile Instructions** | Emergency Protocol | Screening Options

Athlete Forms Tab Instructions

Please choose a form name and click New to start a new form.
Choose a form name and a date to view that existing form.

Read all questions and click Yes/No, enter a range value or enter an explaination to those that apply.

If you do not gett a green check that says form saved, your form did not save.

http://www.athletictrainersystem.com/

Athlete eFile Tab Instructions

Please utilize these forms to expedite your physical.
Print them off, complete the form and upload a copy back onto ATS.

Please also submit any Sickle Cell information, ADD/ADHD paperwork or other necessary medical forms.

Athlete Insurance Card Image Instructions

Make sure this image is of your insurance card only and can be read easily. Files must be < 1mb in size and type .jpg, .png, .bmp or .gif.

Save | Close

Hide Forms | Scroll Down | Scroll Up | Hide Instructions

Please choose a form name and click New to start a new form. Choose a form name and a date to view that existing form. Read all questions and click Yes/No, enter a range value or enter an explaination to those that apply. If you do not gett a green check that says form saved, your form did not save.
http://www.athletictrainersystem.com/

Date

Make sure this image is of your insurance card only and can be read easily. Files must be < 1mb in size and type .jpg, .png, .bmp or .gif.

Upload
Upload Card Images

Card Front (size 2" high x 3" wide)

Electronic Files

Electronic Files uploaded by the athlete.   Upload Document

Please utilize these forms to expedite your physical. Print them off, complete the form and upload a copy back onto ATS. Please also submit any Sickle Cell information, ADD/ADHD paperwork or other necessary medical forms.

Electronic Files provided by the athletic training staff.

Site Info - Joe Tech

Primary | Modules | Security | Tab Order | Opt(1) | Opt(2) | Opt(3) | Swipe Card | Billing | Claims/EDI | Pre-Login | Kiosk | Custom | Inventory

Main | HIPAA Statement | Claim Header | Claim Footer | Electronic Signature Legal | Athlete Portal | Athlete Form/eFile Instructions | Emergency Protocol | Screening Options

Use the area below to enter the Emergency Protocol to be use for your organization. If you work with multiple organizations different Emergency Protocols may be entered via the Organization maintenance screen.

1) Assess your scene
2) Activate EMS- Designate someone to make the call
3) Maintain CAB's, until EMS arrives
4) Transfer to EMS care
5) Contact necessary parties, AD, Student Life, Academic Affairs

Save | Close

If you are comprised of only a single Organization you can enter the Emergency Protocol for your Organization in this area. If you have multiple Organizations you can add the Emergency Protocols in the Organizations profile.

To learn more about the Emergency Protocols click here.

The Screening Options tab allows you to set up nightly batch reminder emails to be sent out to Athletes nightly. You may choose up to 3 separate Patient/Athlete Forms and from 3 send times.


You may choose: What form, whether you want it to pop up immediately after log in, send a nightly reminder message, reminder message may be email, text or both, and the time you would like to send the message (3 options) as well as an area to add a customized message.

To deactivate, simply uncheck the boxes to keep it from sending and showing up on login.
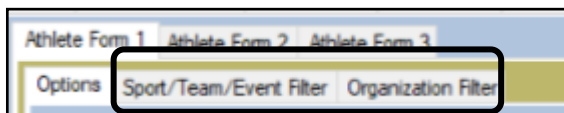
Use the Sport/Team/Event or Organization Filters to choose whom the reminder email will be sent to.

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The Modules Tab is where you turn on/off the different modules available. If there is a check mark in the box the module is active, if the box is blank the module is off. You also control your Dashboard settings from this area. To learn more about the Dashboard click here.
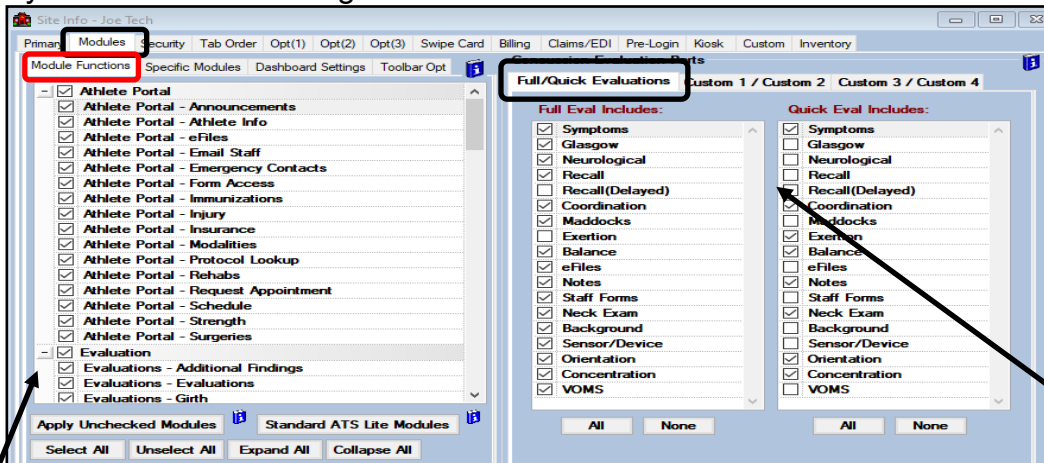
This area controls the individual modules and is broken up into sections: Athlete Portal, Evaluations, Family Communications, General, Kiosk, and Staff Smartphone. You can turn all on/off using the buttons or you can make individual choices.

This area allows you to make decisions about your Concussion Evaluations. You can determine which functions you would like to utilize for both the Full Eval and the Quick Eval. To learn more about the Concussion Evaluations click here.
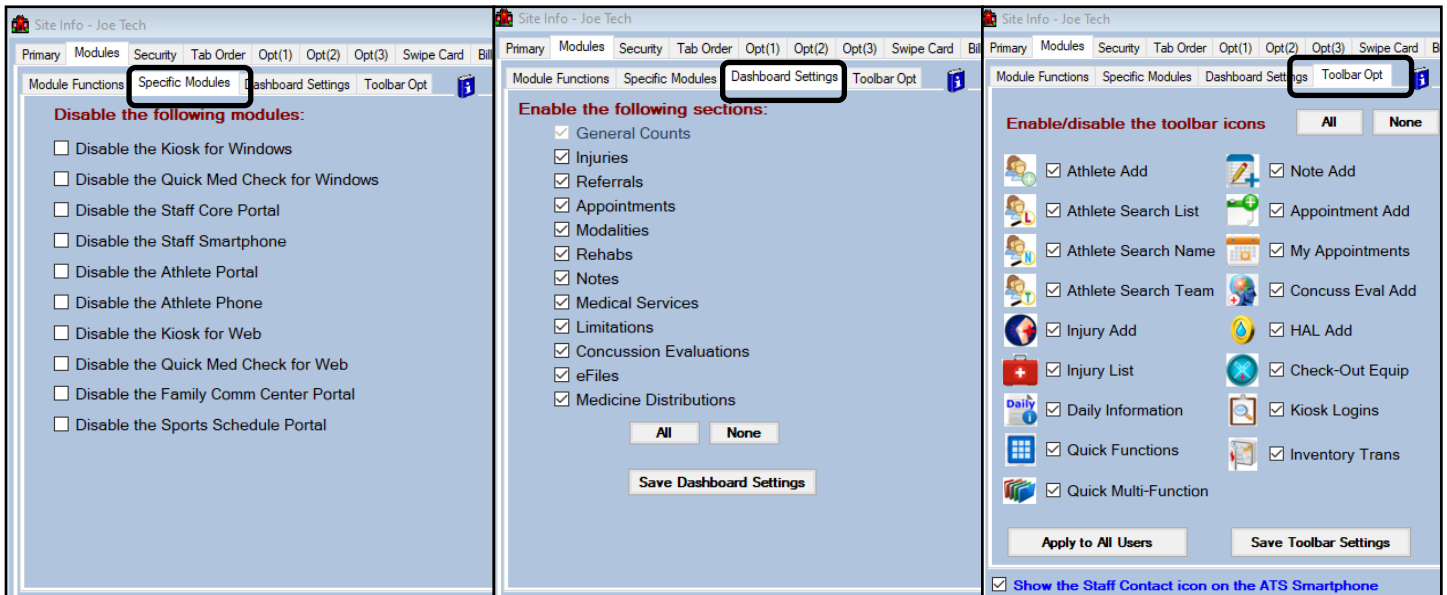
Allows you to disable specific modules. If there is a check mark here, it will deactivate complete, taking priority over the module functions.

Allows you to customize the dashboard, so you gather the information that is pertinent for your organization

Allows you to system wide control the associated toolbar icons, whether or not they will be active or not. If you leave them all active, each user does the ability to deactivate the icons they do not wish to see.

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In the security tab you are able to control some of the settings for your Database. ATS does require a password change after so many days; you are able to define that time. ATS does lock users after your set number of failed log in attempts, between 3-5 and we do require a strong password of a minimum of 8 characters. You have the ability to decide if you want patients/ emergency contacts to use strong passwords.

Force log out, will log out your users after a time you specify.

Also new with the May '21 update. You now are able to control the Account Reset ability, on or off. For more information on the reset account ability, please see the Reset help doc.

If your Organization requires a more secure log in process, ATS is equipped with our own 2-Factor Authentication. You can decide whether it is for staff or for patient/athletes. The code delay is how log it the code will be valid for. Depending on email servers it can take a few minutes for the email to come through.

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The Tab Order tab controls the order of the tabs and icons in different areas of ATS. This is also where you set the criteria the system will use to check for duplicate athletes, you may choose to add Gender and Athlete ID to the duplicate criteria.

The list shown here is used to set the order of the tabs on the athlete and injury areas. Use the arrow keys or "reset" to change the order.

This list controls the order of the Icons on the Athlete and Staff Smartphone areas. Click on in the box and select your choice from the options available in the drop down. If you change these make sure to copy them over to your users when you are finished.

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In this tab you will find some of the optional titles throughout the system, force the injury screen to appear upon logging in, enable batch reporting, and control how the smartphone searches for athletes.

The Grid colors allow you to choose your colors for the grids within the system. This is also where you set your weight loss percentages for HAL. To learn more about HAL click here.

You can also turn on and off the Privacy and Secure Messaging options from this tab. If you wish to use the group email notifications you will need to enable the function here, provide the "send" email address (found in Part 2) and enter any encryption preface if required by your organization.

There are also options about what types of notification emails you and other staff members can receive. These include notifications about Kiosk and Portal entries, notifications for injury, limitation and note entries as well as appointment reminders, and note/batch schedules.

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Here you can control settings such as: Showing the social security number, the "minor" flag on athlete profiles, Showing the athlete's picture in the athlete profile and allowing them to add themselves through the kiosk. If your system is divided up by regions choose this option to help with searches. Enabling the body part for injury search limits the injuries available to choose based on the body part versus having to choose from a list of every injury available in the system.
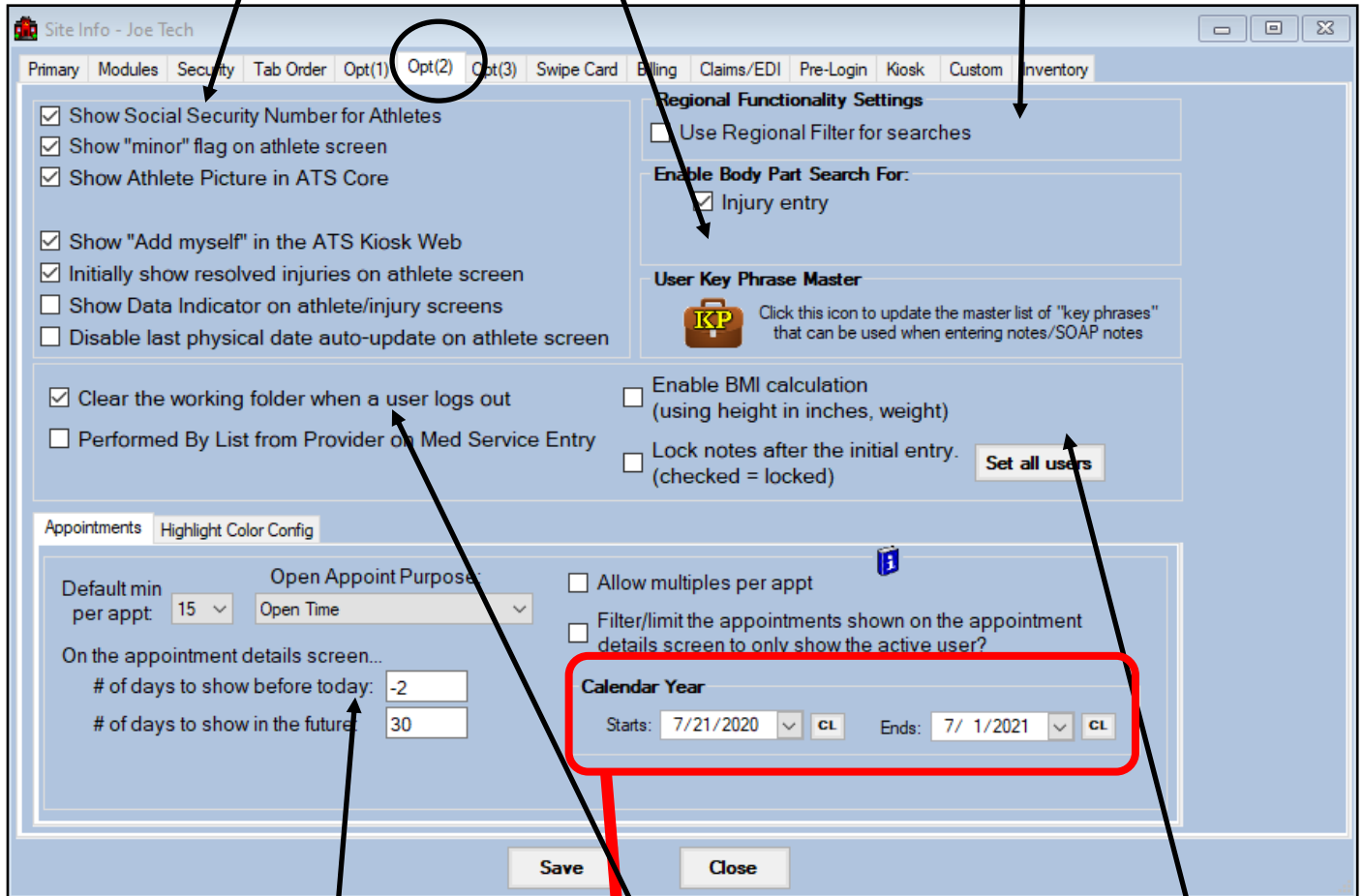
You can control scheduling features here, such as how many may sign up for an open appointment, how far into the future you can see appointments, the default minutes for an appointment, as well as choosing a color code for your schedule. To learn more about the schedule feature click here

The Master area for the Key Phrases can be found here. To learn more about Key Phrases click here. This is also where you will control options like: Showing resolved injuries in the injury list, clearing the working folder, the Performed by list for medical services, data indicator, enabling BMI calculation and locking notes after initial entry.

Please also make sure that you update the calendar to the current year. Typically school years. This makes sure the reports function correctly, the scheduling function works, as well as other things with ATS. Please keep this current.

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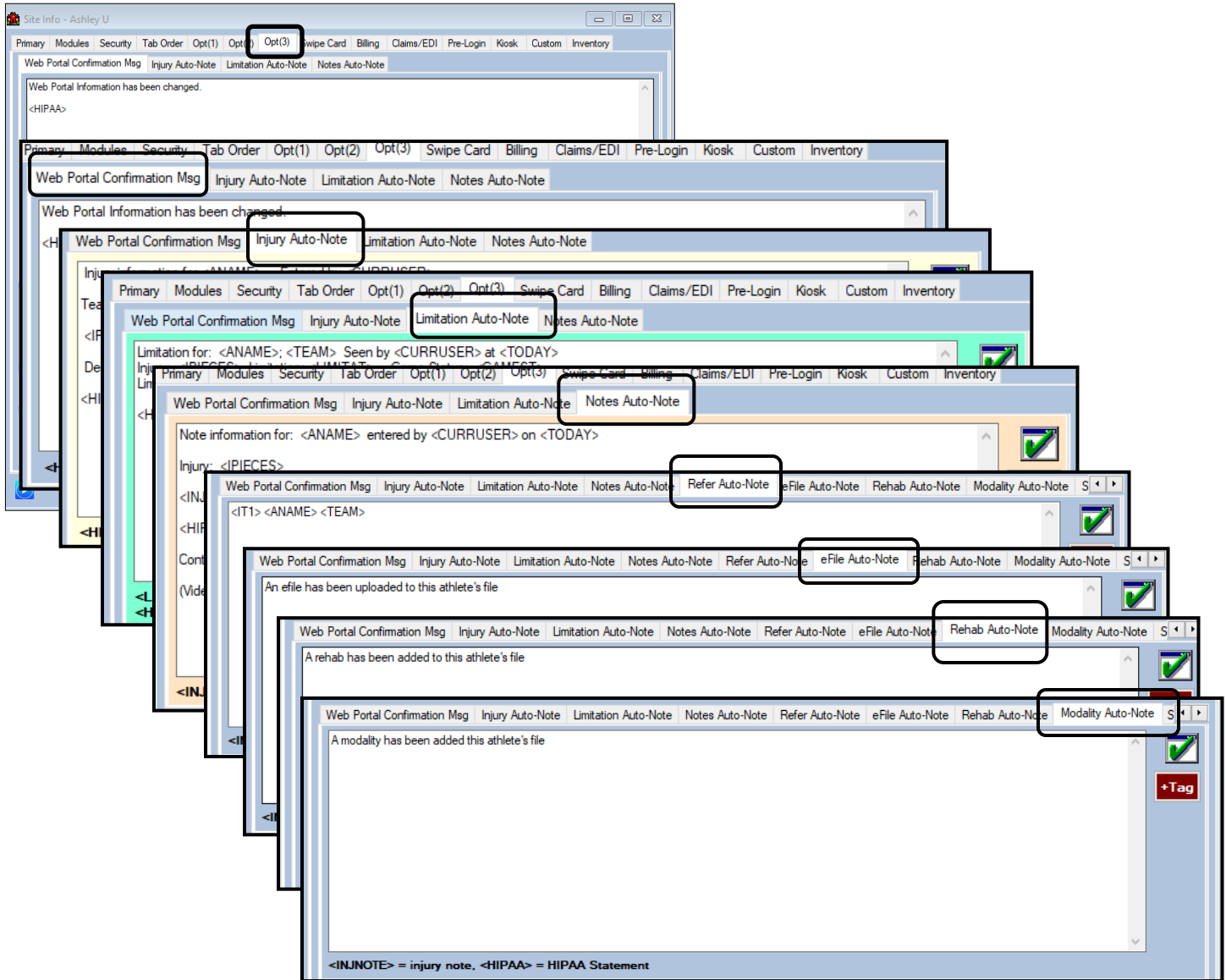
The first part of the Opt (3) tab is where you can customize the information that is included in the auto-notifications. Here you customize the Web Portal Confirmation Message, the Injury Auto-Note, Limitation Auto-note, Notes Auto-Note, Referral Auto-Note, eFile Auto-Note, Rehab Auto-Note, Modality Auto-Note and a strength Auto-Note.

You can incorporate field tags into these notes to auto populate certain information, to learn more about field tags click here.

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If you are going to be involved in the research project (NCAA and/or High School Nation) run by Datalys you must fill out your log in information here. This information will be given to you by Datalys. To learn more about the Datalys configuration click here.

To utilize the default concussion injury as well as the Maintenance Injury these two areas must be completed as shown. To learn more about the Default injury click here. The default Concussion Injury is utilized in the Concussion Evaluation area.

Additional customizable fields for you to utilize as you wish. These are two open text boxes, and two drop down fields. See the Diversity and custom Fields help doc for further information.

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The ATS Kiosk can be set up to use a Swipe Card Reader or QR code reader, for sign ins. If you would like more information about setting up your swipe card reader click here

ATS is capable of doing Third Party Billing. We have partnered with Rev Athletics for this process. If you are interested in learning more about ATS' ability to handle third party billing please click here , and visit our partner in this process at rev-athletics.com

The billing provider information will be completed in the Billing tab shown here.

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The claims/EDI tab is where you will fill out the information in relation to any company you are working with that allows for an electronic submission. This can be with one of several Insurance companies for secondary claims or with one of our other partners including Don Joy submission.

To learn more about setting up a specific Insurance Company for Secondary claims visit our Help site and search Insurance. Click here to go to the help site

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You can set a particular message/agreement /instructions for your athletes to see when they log in.   The top box is for the athlete log in message.

By using this area the athlete/parents will have to agree to the terms before completing the log in.

The second box in this tab is for you to customize a message/instructions/agreement that your Users will see.

* *By using this area your users will have to confirm they have read/agree before the log in will be complete*.

The Kiosk tab is used to configure and customize your Kiosk screen. To learn more about the ATS Kiosk and its capabilities click here
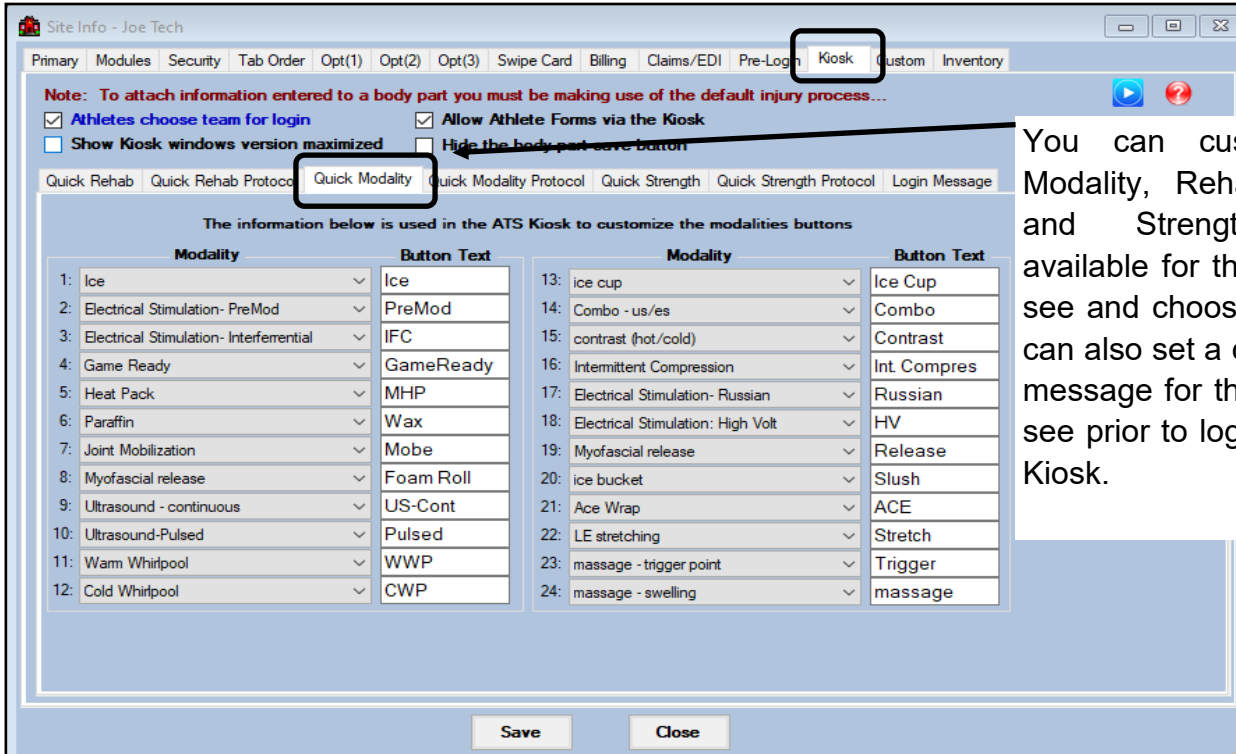
You can customize the Modality, Rehab, Protocol and Strength buttons available for the athletes to see and choose from. You can also set a custom log in message for the athletes to see prior to logging into the Kiosk.

You are able to set up to 10 customizable fields for athletes to fill out in regards to collecting information the system does not already track. These areas will appear on the "General" tab of the Athlete Portal for athletes to fill out. You can also manually enter/find this information in the athlete profile under the Additional Information tab.

ATS: Site Info Overview
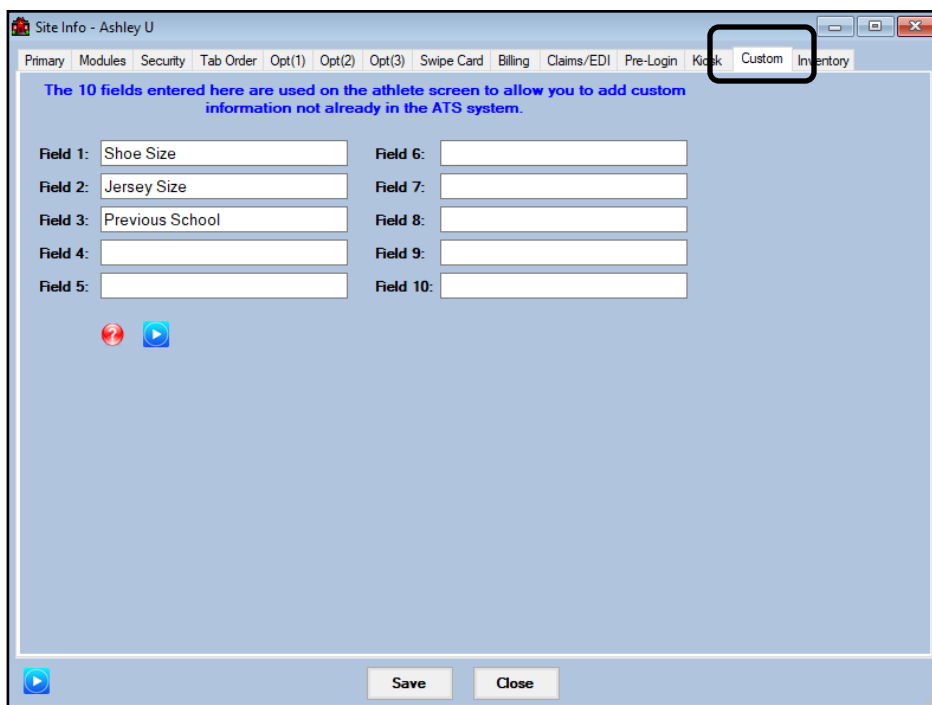
The Inventory tab allows you to customize up to 36 tabs to be used with the Quick Inventory Entry feature.

Site Info - Joe Tech											
Primary	Modules	Security	Tab Order	Opt(1)	Opt(2)	Opt(3)	Swipe Card	Billing	Claims/EDI	Pre-Login	Kiosk	Custom	**Inventory**

Use the area below to define up to 36 buttons used in inventory transactions...

#	Item	Button	#	Item	Button
1:	1x3 strip	bandaid	19:		
2:	4 wing	4wing	20:		
3:	Addaprin 250/2	IBU	21:		
4:	Cold Relief 250/2	Cold	22:		
5:			23:		
6:			24:		
7:			25:		
8:			26:		
9:			27:		
10:			28:		
11:			29:		
12:			30:		
13:			31:		
14:			32:		
15:			33:		
16:			34:		
17:			35:		
18:			36:		

Save   Close