

## Quick Multi-Function Table of Contents:

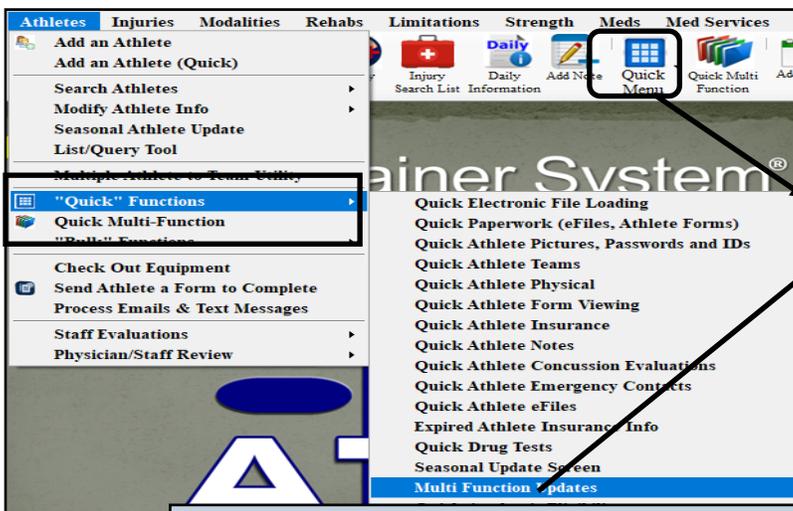
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The ATS Quick Multi-Function is one of the bigger time savers in the program. This allows you to view patients/athletes full demographic information, with others in one place without having to go profile by profile.

You can smoothly transition between patients/athletes by simply clicking on the name of the person you need to view or enter information for. You are able to further refine your choices from the entire database, to your specific team, or those that have logged into the kiosk or portal.

With the QMF you are able to access: Paperwork lists, Submitted Athlete forms, both Efiles you have loaded or they have loaded, Notes, Physical Information, Insurance info, Emergency Contacts, Concussion Evaluations, Team information, the general demographics screen, Academic Eligibility, Sickle Cell testing and waiver information, Cardiac Screening as well as COVID-19 specific screenings and test results, as well as the ability to record vaccinations.

You can see or mark them Cleared to play, see if Paperwork (PPWK) has been submitted or check it completed, or check if they have had their concussion evaluation (CCC) completed.



Access the Quick Multi-Function by either the Athlete menu → quick functions → Multifunction Updates, or clicking the Quick Multi-Function menu item. Or you can utilize the icon.

The screenshot shows the 'Quick Multi-Function' window. At the top, there is a table listing athletes with columns for Athlete, Year, Team, Player Position, Cleared, PPWK, CCC, Birthdate, Gender, and Email. Below the table, there are sections for 'Vaccinations', 'Paperwork', and 'Athlete Forms'. The 'Paperwork' section shows a table with columns for Paperwork, Status (e.g., Paperwork Complete), Submitted, Submit Date, Verified, Comment, and Cleared. There are also buttons for 'All Submit', 'No Submit', 'All Verify', 'No Verify', and 'New Paperwork Set'. At the bottom, there are fields for 'Athlete Name', 'Kiosk Logins', 'Portal Logins', 'Team', and 'Name', along with 'Save' and 'Close' buttons.

Athlete	Year	Team	Player Position	Cleared	PPWK	CCC	Birthdate	Gender	Email
Allen, Shannon	Senior	Joe Tech Women Womens ...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5/16/1999	Female	joe@kefferdevelopme...
Balboa, Rocky	Senior	Joe Tech Men Football		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/20/1990	Male	
Barnes, Jessica	Senior	Men Sent by ATS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/11/2000	Female	
Bateman, Daniel	Senior	Joe Tech Men Football		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/25/2000	Male	
Beechum, Claire	Senior	Joe Tech Women Softball		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/14/2020	Female	
Billingsley IV, Don	Freshman	Joe Tech Men Football		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6/13/2001	Male	
Brown, Barry	Freshman	Joe Tech Men Baseball		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/14/2000	Male	
Campbell, Julius	Junior	Joe Tech Men Football		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/15/2001	Male	
Clark, Billy	Grad 2019	Joe Tech Men Baseball		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5/19/1998	Male	
Davis, Crash	Grad 2021	Joe Tech Men Baseball		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/14/1998	Male	joe@kefferdevelopme...
Engelland, Ashley	Junior	Joe Tech Coed Track		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8/14/1999	Female	
Falco, Shane	Senior	Joe Tech Men Football		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6/29/1997	Male	joestreckfus.atc@gm...
Franklin, Clifford	Junior	Joe Tech Men Football		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/25/2000	Male	
Grant, Kierra	Freshman	Joe Tech Women Womens ...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4/14/2005	Female	joestreckfus@gmail.c...

The more obscure functions will be described here, and the individual tabs will be explained throughout the document.

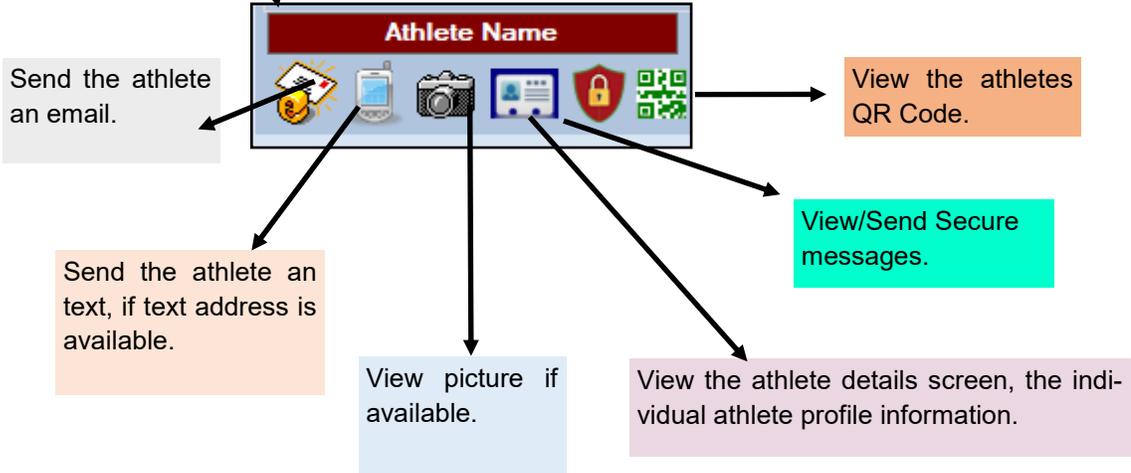
Cleared to play      Paperwork Complete      Cognitive concussion complete

Mark as cleared to play.

**Team** allows you to only view one team at a time.

**Name** allows you to search on an individual basis.

Use this area to filter the patient/athletes by portal or kiosk log ins. The prev/next buttons will scroll you back and forward days of the week.



## Paperwork:

The paperwork tab allows you to see your paperwork list. Whether or not the entry has been submitted, if it was the date it was submitted. You can also verify the entry from this screen and make comments. You also can see their last updates via the Portal. This is the date recorded by ATS of the last time they made a change to one of those categories.

You have the ability to also mark the person cleared to play. If you are collecting hard copies of forms, you can use the submitted boxes to indicate you have them, enter a submission date. If utilizing the online forms, if linked correctly when submitted those will have dates entered. Verified box is for the staff to mark they have reviewed the documents.

For more information on the paperwork list, view the helps docs for [Paperwork List](#), and linking [eFiles](#).

**Paperwork Complete** Submitted Submit Date Verified Comment **Not Cleared** **Mark as Cleared** **Print/View** **Reset**

Will clear the existing paperwork flags, for the individual

Last Updated via Portal  
 Athlete Info: 4/ 9/2021  
 Surgery: / /  
 Insurance: / /  
 Immune: 4/19/2021  
 Contacts: / /

Remember to run the "Check Complete" option under the \File\Utilities menu after saving your work.

**Paperwork "Check" Process** Save Close

All Submit No Submit All Verify No Verify New Paperwork Set

Davis, Crash Kiosk Logins 04/27/2021 Team: Portal Logins Prev Next Name:

These dates indicate the date the information was last updated by the athlete.

You can also run the "Check" process, to go back in time to look for submitted forms.

## Athlete Forms:

This section allows you the ability to see all of the submitted forms Patients/Athletes have completed. You can print off the list or view the forms or and print them off if needed.

**Athlete Forms** eFiles Notes Physicals Insure Emer Concuss Team General Acad Elig Sickle Cell Cardiac COVID-19

Date Created	Form Name	Printed
4/7/2021 1:43:01 PM	COVID C 19 Athlete screening #C ~	<input type="checkbox"/>
2/22/2021 2:22:32 PM	COVID C 19 Athlete screening #C ~	<input type="checkbox"/>
1/13/2021 8:43:23 AM	COVID C 19 Athlete screening #C ~	<input type="checkbox"/>
1/11/2021 4:56:00 PM	COVID C 19 Athlete screening #C ~	<input type="checkbox"/>
12/30/2020 10:36:09 AM	COVID C 19 Athlete screening #C ~	<input type="checkbox"/>
12/3/2020 8:46:40 AM	COVID C 19 Athlete screening #C ~	<input type="checkbox"/>

Record: 1 Of 6

Davis, Crash Kiosk Logins 04/27/2021 Team: Portal Logins Prev Next Name: **Paperwork "Check" Process** Save Close

Print/View Form(s) Print List Remove

## E- Files:

The E-files section allows you to access the e-Files list associated with each athlete. Allowing you to view the form or file that was submitted either by them or by a staff member. You are also able to add new files from this area like you can in the injury or details screen.

Use the button to do any of the functions with the files.

The COVID buttons either show or hide the any COVID specific file. Making it easier to find any other document you may need.

Send the athlete you are working with an email. You can attach the file as well using this button.

You are also able to mark the concussion evaluation as completed, email specific documents and export the list to excel.

## Notes:

Allows you management of the notes entered for the patient/athlete. You are able to add new daily notes, a SOAP note if needed or any other note template in your database. You can copy notes, remove if necessary, or see the full details. You can also select a note to print.

## Physicals:

In this area you can see any previous physical information already saved within the system as well as add new physical information. Using the +365 will add 1 year until the expiration of the physical. +XXX will let you assign a date for the physical to expire on.

**Contacts**

**Vaccinations**

Paperwork
  Athlete Forms
  eFiles
  Notes
  **Physicals**
 Insure
  Emer
  Concuss
  Team
  General
  Acad Elig
  Sickle Cell
  Cardiac
  COVID-19

Physical Date	Ht	Wgt	BP	Pulse	Respiration	Vision	% Body Fat	BMI	Notes
4/5/2021	5'10	223	120/60	60	9	20/20			

Remove

Print

+365

+XXX

Record: 0 Of 1

---

**Davis, Crash**

Kiosk Logins **04/27/2021** Team: 
 Portal Logins

## Insurance:

The insurance tab on the QMF allows you the same access to as going through the athlete screen. You can manage all aspects of the athlete insurance. You can use the buttons on the right to add, copy to a new person or view details and then be able to view the insurance cards.

**Contacts**

**Vaccinations**

Paperwork
  Athlete Forms
  eFiles
  Notes
  Physicals
  **Insure**
 Emer
  Concuss
  Team
  General
  Acad Elig
  Sickle Cell
  Cardiac
  COVID-19

Company	Type	Pay #	ID No	Group No	Insurance Phone	PCP
Blue Cross Blue Shield ( )	Medical - HMO	2	852369741			
Secondary	Insurance					
Blue Cross Blue Shield ( )	Medical - HMO	2	852369741			
Secondary	Insurance					

New

Copy

Remove

Details

Report

Print

Record: 2 Of 2

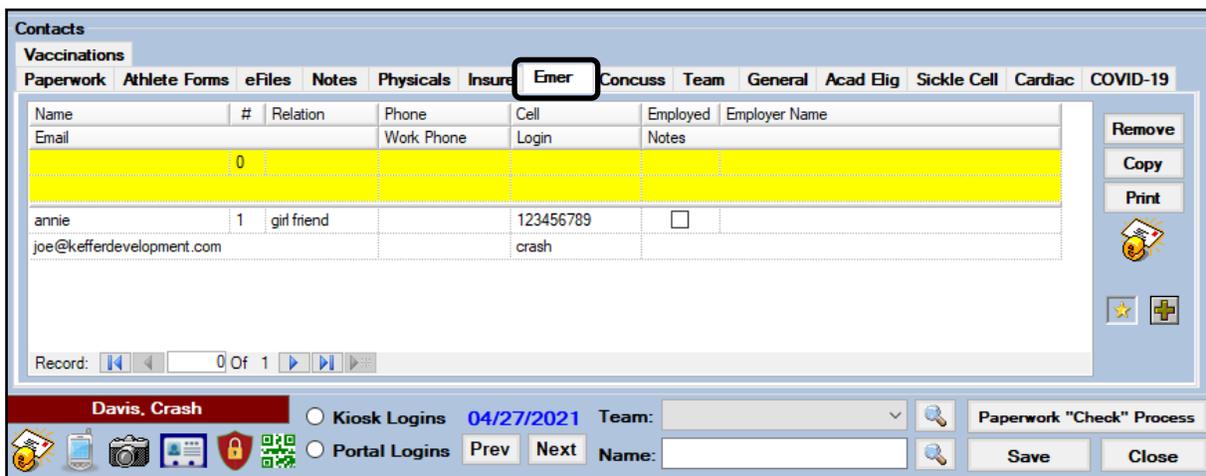
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**Davis, Crash**

Kiosk Logins **04/27/2021** Team: 
 Portal Logins

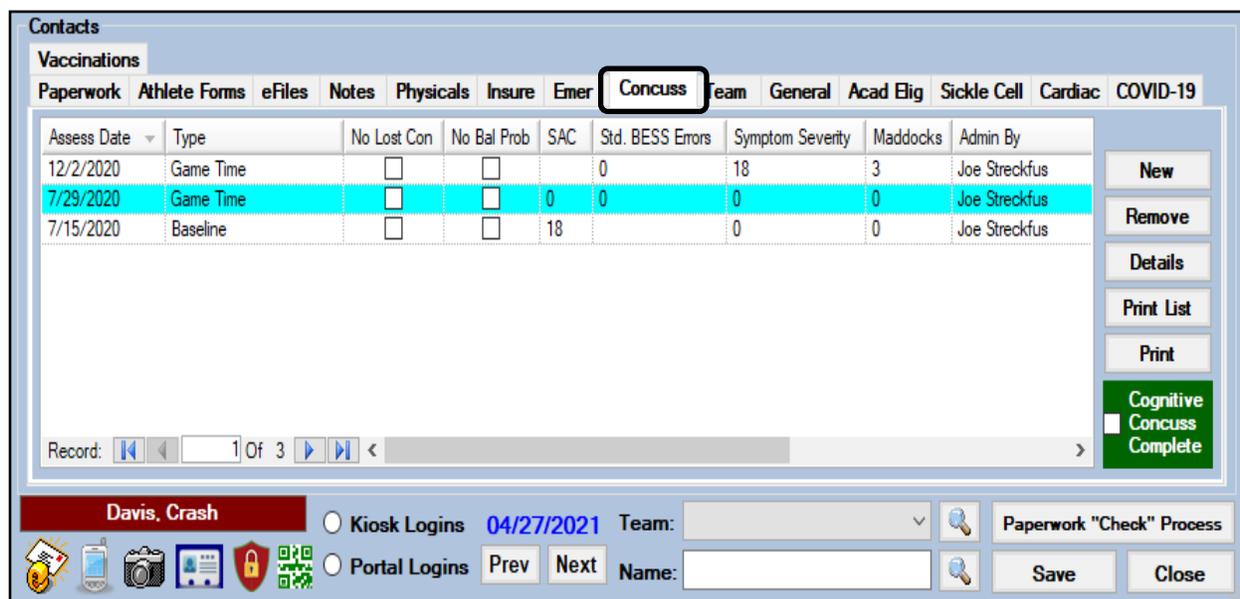
## Emergency Contacts:

This tab allows you to manage the emergency contacts for the person. You are able to manage their login information, add a new or change if needed.



## Concussion:

Allows you to view concussion data associated with that person. You can see who the concussion evaluation was administered by, and some of the details from the exam. You can begin a new exam, remove if necessary, view full details, print the list, or print the exam. You can also mark the Cognitive Concussion complete to show they have completed their necessary baseline concussion evaluations.



## Team:

In this area you can see the team(s) the athlete is assigned to. You are able to modify, edit or add their status, position any other fields you would like. From this screen you are also able to add clearance notes, as well as assign a CTP date and check them as CTP.

The screenshot shows the 'Team' tab selected in the 'Contacts' section. The interface includes a navigation bar with tabs: Vaccinations, Paperwork, Athlete Forms, eFiles, Notes, Physicals, Insure, Emer, Concuss, **Team**, General, Acad Elig, Sickle Cell, Cardiac, and COVID-19. Below the tabs is a table with columns: Team/Sport/Event, Status, Position/Dis, As Of, CTP Date, Jersey #, and Clearance Notes. The table contains one entry: 'Joe Tech Men Baseball' with a status of 'Active'. At the bottom, there are controls for 'Cleared to Play' (checkbox), 'CTP Status' (dropdown set to 'Cleared'), and a user profile for 'Davis, Crash' with 'Kiosk Logins' selected and a date of '04/27/2021'. There are also 'Prev', 'Next', 'Name', and 'Paperwork "Check" Process' buttons, along with 'Save' and 'Close' buttons.

## General:

This area allows you access to the general demographic information found in the Athlete's profile. This allows you to see all of the information, add or edit as necessary. You are also able to mark them as archived, and adjust their year, or move them to the purge list.

The screenshot shows the 'General' tab selected in the 'Contacts' section. The interface includes a navigation bar with tabs: Vaccinations, Paperwork, Athlete Forms, eFiles, Notes, Physicals, Insure, Emer, Concuss, Team, **General**, Acad Elig, Sickle Cell, Cardiac, and COVID-19. The form is divided into 'Home Address' and 'School Address' sections. The 'Home Address' section includes fields for Country, Language, Street, C/S/Z, Cell, Text #, Email (joe@kefferdevelopment.com), Driver #, and Alt ID. The 'School Address' section includes fields for Country, Phone, Street, C/S/Z, Race, Year (Grad 2021), Ethnicity, DOB (1/14/1998), Employed, Phone, Marital, Gender (Male), and Last Cognitive. There are also checkboxes for 'Scholarship', 'Red Shirt', 'NCAA/HS Consent', 'OTC Meds Allowed', 'Academic Eligible', and 'Archived', along with an 'SS#' field. At the bottom, there are controls for 'Kiosk Logins' (selected) with a date of '04/27/2021', 'Portal Logins', 'Prev', 'Next', 'Name', and 'Paperwork "Check" Process' buttons, along with 'Save' and 'Close' buttons.

## Academic Eligibility:

This area allows you to keep track of academic eligibility: this includes GPA, schedule stats, SAT/ACT scores, and class rank.

The screenshot shows the 'Acad Elig' tab selected in the 'Vaccinations' section. The form includes fields for 'Current School', 'Eligible Until' (date), 'GPA', 'Academic Eligible' checkbox, 'Full Schedule?' checkbox, 'Amateur Status?' checkbox, 'Previous School', 'Graduated?' checkbox, 'GPA', 'SAT Score', 'ACT Score', and 'Class Rank'. A 'Notes' section with a 'Note Type' dropdown (set to 'SOAP Note') is also present. The bottom navigation bar shows 'Davis, Crash' and various login options like 'Kiosk Logins' and 'Portal Logins'.

## Sickle Cell and Cardiac tabs:

Allows you to document testing status, where testing was done and any important notes that are needed in regards to the athlete's sickle cell status, or cardiac specific tests.

The top screenshot shows the 'Sickle Cell' tab selected. It features radio buttons for 'Tested', 'Waiver Signed', 'Refused Test', and 'Never Tested'. Fields include 'Date', 'Results', 'Performed At', 'Physician', 'Address', and 'Phone'. A 'Notes & Comments' text area is on the right. The bottom screenshot shows the 'Cardiac' tab selected, with an identical layout of fields and options.

## COVID-19:

This tab allows you to manage all the parts of either the screening results, seeing the individuals screening history or the testing history and results for both. You can enter both screenings and test from this screen

The screenshot displays two main sections. The top section, titled 'Screening Results', contains a table with columns: Screening Date, Screening Type, Temperature, Screening Result, Injury, and Comments. It lists several records from 2020 and 2021, including dates like 1/15/2021, 11/11/2020, and 10/12/2020. The bottom section, titled 'Test Results', contains a table with columns: Test Date, Test Type, Test Result, and Notes. It shows two records: one for an Antibody test on 12/31/2020 with a 'Negative' result, and another for a PCR test on 1/4/2021 with a 'Negative' result. A red arrow points to the 'Test Type' and 'Test Result' columns in the bottom section. The interface includes navigation buttons like 'New', 'View/Edit', 'Remove', 'Print', and 'Excel' on the right side of each table. At the bottom, there are user controls for 'Davis, Crash', login options (Kiosk, Portal), and a 'Paperwork "Check" Process' button.

Remember, the test type and test results are a drop down list, so it is customizable in the drop down/popup maintenance list.

## Vaccinations:

The vaccination area, was built to allow you to capture, specifically, vaccinations for COVID-19. This area can be utilized for any vaccination and the athletes are able to add from their portal into this area.

The screenshot shows the 'Vaccinations' tab in the software. It features a table with columns: Vaccine Type, Status, Manufacturer, Lot No, Rec'd Location, Admin By, 1st Shot, and 2nd Shot. A single record is visible for 'COVID-19' with a status of 'Vaccinated', manufacturer 'Pfizer', lot number '2222-22', location 'Campus Health', administered by 'Dr. Miller', and date '1/5/2021'. There are also fields for 'Comments' and 'Side Effects'. The interface includes navigation buttons like 'Remove', 'Print', and 'Excel' on the right. At the bottom, there are user controls for 'Davis, Crash', login options, and a 'Paperwork "Check" Process' button.

## Alerts/Notes

Alerts/Notes will allow you to see any of the medical alerts, red flags, current medications or allergies for the athlete. You can enter more in this area, or view what they entered from the portal.

The screenshot shows a web application interface for managing athlete medical information. At the top, a navigation bar contains tabs for Paperwork, Athlete Forms, eFiles, Notes, Physicals, Insure, Emer, Concuss, Team, General, Acad Elig, Sickle Cell, Cardiac, and COVID-19. Below this, a sub-navigation bar includes Vaccinations and Alerts/Notes (the active tab). The main content area is divided into several sections: Blood Type (with an empty input field), Medical Alerts (a list box with an up/down arrow and a menu icon), Current Meds (a list box with an up/down arrow and a menu icon), Allergies (a list box with an up/down arrow and a menu icon), Red Flags (a list box with an up/down arrow, a menu icon, and a Yes checkbox), and Medical Notes (a large text area with an up/down arrow). At the bottom, there is a red header for Athlete Name, followed by radio buttons for Kiosk Logins and Portal Logins, a date field showing 10/19/2021, a Team dropdown menu, and a Name input field. On the right side of the bottom bar are buttons for Paperwork "Check" Process, Save, and Close, along with search icons.

## Athlete Multi-Function:

The Athletes Multi-Function is the Portal version of the Quick Multi-Function.

Logout

ATS Staff

**MENU**

- Utilities
- Athletes
- Injuries
- Notes
- Modalities

- ▶ Add New Athlete
- ▶ Quick Athlete Add
- ▶ Search For Athlete
- ▶ Athletes Multi-Function
- ▶ Physician/Staff Review

There is a slight difference between the Desktop version and the Staff Portal version of the Quick Multi-Function/Athlete Multi-Function. The Staff Portal version only allows you to select 1 team at a time to work with.

Athletes Multi-Function

Organization  Team  Action:

Select the team you are working with.

- Coed Guest Team
- Men Sent by ATS
- Guest Teams Guest demo
- Guest Teams Guest test
- Joe Tech Coed Track
- Joe Tech Men Baseball
- Joe Tech Men Football
- Joe Tech Men Mens Basketball
- Joe Tech Women Softball
- Joe Tech Women Womens Basketball

Selecting an Organization is optional.

Athletes Multi-Function

Organization  Team  Action:

Athlete	Year	Cleared	Position	Birthdate	Gender	Email	Phone #	Web Date	Kiosk Date
Brown, Barry	Freshman	False		07/14/2000	Male	joe@athletictraine	+40735290726	07/06/2021	
Clark, Billy	Grad 2019	False		05/19/1996	Male	joe@kefferdev.cor			04/09/2021
Davis, Crash dinger	Senior	False		01/14/1998	PND	joe@kefferdeveloj	123456789	07/30/2021	07/26/2021
LaLoosh, Nuke	Grad 2019	False		05/14/1999	Male	joe@atsusers.com			

After getting to the patient/athlete list, you are able to select the person to edit or update the details of. Single click the person and their profile will load.

After selecting the person you are working with, the screen below loads. You are able to navigate through their profile utilizing the tabs, and see/enter information as necessary from the screen. If for some reason there is not enough information here. You can utilize the Athlete Details button.

### Athletes Multi-Function

Action: [Save](#) [Athlete Details](#)

Organization:  Team:  [Scroll Up](#) [Scroll Down](#)

Athlete	Year	Cleared	Position	Birthdate	Gender	Email	Phone #	Web Date	Kiosk Date
Brown, Barry	Freshman	False		07/14/2000	Male	joe@athletictraine	+40735290726	07/06/2021	
Clark, Billy	Grad 2019	False		05/19/1998	Male	joe@kefferdev.co			04/09/2021
Davis, Crash dinger	Senior	False		01/14/1998	PND	joe@kefferdevelo	123456789	07/30/2021	07/26/2021
LaLoosh, Nuke	Grad 2019	False		05/14/1999	Male	joe@atsusers.con			

**Athlete** | [Addr.](#) | [Other](#) | [Communications](#) | [Addit. Info](#) | [Acad. Eligibility](#) | [Med Hist.\\*](#) | [Injury\\*](#) | [Modality\\*](#) | [Meds\\*](#) | [Rehab\\*](#)

[Limit\\*](#) | [Service\\*](#) | [Notes/Staff/Msg\\*](#) | [Concuss\\*](#) | [Ref\\*](#) | [Insure\\*](#) | [Emer\\*](#) | [eFiles\\*](#) | [FM Evals](#) | [Strength\\*](#) | [Comments\\*](#)

Archived?

Name:

(First) (Middle) (Last) (Suffix)

Nickname:  Pronouns:

PreferName:

Phone:  Year:

Gender:  DOB:  Age 23

Email:

Kiosk: 7/26/2021 Portal: 7/30/2021

Student ID n:  [Generate](#) [Change](#)

Password:  [Generate](#) [Change](#) [View](#)

Force Password Change?  Last PW Chg:

**Mark for Review?**  **Paperwork Complete?**  **Cognitive Concuss Complete?**

[Return to Athletes Multi-Function](#) **Athlete** - Davis, Crash dinger

**Athlete** | [Teams](#) | [Addr.](#) | [Other](#) | [Communications](#) | [Addit. Info](#) | [Acad. Eligibility](#) | [Med Hist.\\*](#) | [Injury\\*](#) | [Modality\\*](#) | [Meds\\*](#)

[Rehab\\*](#) | [Limit\\*](#) | **[Service\\*](#)** | [Notes/Staff/Msg\\*](#) | [Concuss\\*](#) | [Ref\\*](#) | [Insure\\*](#) | [Emer\\*](#) | [eFiles\\*](#) | [FM Evals](#) | [Strength\\*](#) | [Comments\\*](#)

Archived?

Name:

(First) (Middle) (Last) (Suffix)

Nickname:  Pronouns:

PreferName:

Phone:  Year:

Gender:  DOB:  Age 23

Email:

Kiosk: 7/26/2021 Portal: 7/30/2021

Use the Athlete details button to edit the name, year, or other fields as well as team status or add a new team to the patient/athlete.