Sway Medical with ATS Doc

Table of contents:

Task	Page
Setup the Database for SWAY	2
Step 1A and 1B	<u> </u>
Step 1C: Organization Specific SWAY Configuration , and Step 2: eFiles	<u>3</u>
Step 3: User Accounts module access	<u>4</u>
Step 4 : Setting up the SWAY Batch Process	<u>5</u>
Step 4 CTD: Entering SWAY medical IDs	<u>6</u>
Request a SWAY Report for an athlete in the ATS Desktop	<u>7</u>
Request a SWAY Report for an athlete in the ATS Staff Portal	<u>8</u>
Verifying Information sync/ID numbers	<u>9</u>
Correcting Missing Information	<u>10</u>
SWAY Import Linking	<u>11</u>
SWAY Import Video	

SWAY Medical Partnership

Through a partnership with SWAY Medical, we are pleased to give you the ability to take concussion information reports from SWAY and copy that into the Athlete's eFile records. This is designed to take the most recent evaluation done with SWAY and put the report in the records in ATS

Setting Up your Database to Interact with SWAY:

There are settings that will need to be enabled and set up prior to you being able to gain access to the concussion information from SWAY.

<u>Step 1A:</u>

You need to ensure that the concussion module is enabled for your database. Go to the Admin Tab—> Site Information—> Modules. Then go to the General modules and ensure there is a check mark beside Concussion.



Obtain your API Key:

Reach out to SWAY Medical to have them enable your ability to generate an API Key.

To obtain your API Key, 1: log into the SWAY portal, 2: select organization tab on the left-hand side, 3: Click the API Key Tab on the top, 4: Select Generate Key. Enter that information into ATS.

SWAY for a Single Organization

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If you have multiple schools using SWAY skip to <u>Step</u> <u>1C.</u> As a single school/organization place the API Key in Site Info. To do that go to the Admin Tab—> Site Information—> Claims/EDI/Exchange and select Partner Page 2.

The API Key will be unique for your organization/school and will ensure correct access to records. Please make sure to communicate with SWAY to get the correct API Key for your Organization.

<u>Step 1C</u>:

This step is for organizations that have multiple schools/organizations utilizing SWAY. Again they will need to have contacted SWAY and have gotten their appropriate API Key and enter it in their Organization screen. Go to Admin—> Add/Update Teams & Organizations—> and either the Search Organizations or All Organizations.

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Use the SWAY API Key area to enter each individual organization's specific API

Step 2:

You will need to go to the Electronic doc maintenance dropdown menu and enable the "SWAY" elecdoc type.

Go to Admin—> Maintenance—> Dropdown/Popup List—> Update Dropdown/Popup Lists, in the Popup Area, look for ElecDocType. This will come preloaded for your database from ATS, and you will simply need to put a check mark in the Active column.

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SWAY Medical Partnership

<u>Step 3</u>:

To ensure your staff has the ability to request on demand documents or update SWAY ID (if necessary) for the athlete, they will need access to the Concussion module in their user profile.

Go to Admin---> Users--> Search Users (Active) or the Multi-User Update. They will need read/write access.

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Step 4 Batch Process:

You have the option with SWAY, to set up a batch import of their IDs/ and most recent test. Go to your Admin Tab and then select Site Info. Once Site Info loads, select Opt(1) and then the Note/Batch Schedule option.



Set up the days you want the sync to happen. This will process the sync, and pull in the athletes SWAY ID number for the first time, and then load the most recent evaluation that was done.

We recommend each marking each day as sync, to ensure no missed evaluations.

ATS again will only pull the most recent document.

SWAY Import Specific Comments:

In order for the nightly sync to pull in the information, the Athlete's Name and Date of Birth will need to match in both SWAY and in ATS. If the names do not match, the athlete record will not be imported.

Example: James in ATS vs. Jimmy in SWAY, or Gregory in ATS vs Greg in SWAY their records would not get imported.

The SWAY Sync affects only athletes that are <u>ACTIVE</u> in ATS. If they are archived, or not active on a team, their information will not be synced during the nightly process.

Step 4 Ctd:

After you have completed steps 1,2,3 you will can manually enter the ID numbers for each athlete, should you choose to not doe the batch import.

The SWAY Medical ID is located in the Concussion Tab on multiple screens in both he ATS Desktop as well as the ATS Staff Portal in the Other Tab.

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Requesting the SWAY Report in ATS Desktop:

Once you have completed the prior requirements, you will have the ability to "call for a report". You will need to go to the athlete's profile and click the **sway** button in the Concussion tab or eFiles tab. This button will be available on varying screens.



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Requesting the SWAY Report in ATS Staff Portal:

Once you have completed the prior requirements, you will have the ability to "call for a report". You will need to go to the athlete's profile and click the **SWAY** button in the Concussion Tab. This button will be available on varying screens. The **SWAY** button will also be available in the eFiles tab for the athlete.





Verifying Synced SWAY ID numbers:

To verify that all of your athletes for your organization have had their SWAY ID synced, we have a dataminer that allows you to generate a spreadsheet of those athletes that are in your database, and have their ID numbers.

To do this, you will need administrative rights, or at least partial admin right for the dataminer. Go to Admin—> Dataminer. Once that opens, select SWAY Athlete Info from the drop down.

Select the info you would like to export into your excel sheet by placing a check mark in the box. More specifics on the data miner; please review the <u>Data Miner</u> help doc.



Å	A	В	C	D	E
1	LastFirstName	SportName	Organization	SwayProfileID	SWAYLastTestDate
2	Adams, Leigh Ann	Badminton	Joe U North	0	
3	Allen, Shannon	Womens Basketball	Joe Tech	0	
4	Anderson Jr., Bobby	Sent by ATS		0	
5	Anderson, Gabrielle	Sent by ATS		0	
6	Anderson, Roberta	Sent by ATS		0	
7	Ant, Adam B	Baseball	Joe Tech	0	
8	Austin, Steve	Sent by ATS		0	
9.	Barnes, Jessica	Sent by ATS		0	
0	Bateman, Daniel	Football	Joe Tech	0	
1	Beechum, Claire	Softball	Joe Tech	0	
12	Billingsley IV, Don	Football	Joe Tech	0	
3	Bond, James JJ	Sent by ATS		0	
4	Bonder, Martin	Sent by ATS		0	
5	Boyd, Blake	Sent by ATS		0	
6	Brewster, Nick	Sent by ATS		0	
7	Brown, Barry	Baseball	Joe Tech	0	
8	Calderon, Stephan	Sent by ATS		0	
9	Campbell, Julius	Football	Joe Tech	0	
20	Case, Thomas J	Sent by ATS		0	
21	Clark, Billy	Baseball	Joe Tech	0	
22	Cutty, Robert	Sent by ATS		0	
23	Davis, Aaron	Sent by ATS		0	
4	Davis, Ainsley	Sent by ATS		0	
25	Davis, Brent	Sent by ATS		0	
6	Davis, Crash	Baseball	Joe Tech	651939	

Once the data is exported from excel, you will see a spreadsheet similar to the one shown; it will vary depending on your choices. This will show you the SWAY id number that has been synced, as well as the date of last test; and any other info you selected.

For more info on how to correct the issues with athletes and mismatched information please continue to page 10.

Correcting Mismatched Information for Athletes:

If you have athletes missing information, because of a incorrectly entered birthday, or a mismatched name or shortened first name.

To accomplish this, you will need to visit your ATS Staff Portal. To do that, replace xxx with your database name, *xxx3.atsusers.com*

From the Staff Portal, search for the athlete that you need to correct the ID for.

Admin > 🕵		BULK												
Utilities > Name Search	Injury+ Injuries Daily Infe	Bulk Modality	A Iti-Func	tion	thiete	Davis, Cras	1							
Injuries >	ld New Athlete		ams	Addr	Other	Communi	ations Ac	idit. Info	Acad. Eligi	bility	Med Hist.*	Injury*	Modality*	Meds*
	uick Athlete Add		mit*	Service	e Note	s/Staff/Msg*	Concuss*	Ref*	Insure*	Emer*	eFiles*	FM Evals	Strength'	Commer
Screening At Notes > D	hietes Multi-Function	Passport	er# 14				Sway Profile Id: Last Test Da		<u></u>			~~~	55]
When the athlete Other Tab. This is w	here the SWAY II	D ss# 11	t ID 12345678	В			Last Saved Change	Profile Id						
will reside, along specific info.	with other SWA	Employed: E	mployed	i		*	Scholarship	2						_
Profile Id: Last Test Date: Last Saved Test: Change Profile Id	<u> </u>						ange l			ation	is in A	TS for t	hat Ath	nlete
	Return to Athlete	\rightarrow	Up	date	Sway	/ Infori	nation	- Mills-Au	to, Morgan	; Birthda	te: 12/18/19	84; Male		
		Update Sway	Info in A	ATS	Prev Pa	ge N	ext Page	Scrol	I Down	Scrol	I Up (1	to 1 of 1)		
	Name			E	Birth Date		Gende	r		Last Te	st	Pr	ofileld	
	Mills-Auto, Morgan			1	12/18/1984		M / Ma	le				65	2206	
	End of Profiles													
		Red ci ne that				•						fron	n SW	AY.

When you find the athlete from the list you need to update, select them from the list, and select the Update SWAY info in ATS button. SWAY ID.
Update Sway Info in ATS

SWAY Import List:

This screen allows you the ability to see the entire list of Athletes that have had a PDF imported into ATS. From this screen, it will give you the ability to link those PDFs to a specific injury.



Select the PDF you want to Hook, then select the Link to Injury button. You will see the list of injuries for the athlete. Select from the list, the appropriate injury to link the document to.