

# ATS—Staff Forms

ATS allows you the ability to create standardized documentation forms. This way, if you want to ensure that injury evaluations are completed the way you want them to be done. They can also be ways for you to gather pertinent information for staff members, or anything else you would like to collect. If you are billing for services, this is where the sports med plan for treatment will be located.

To begin setting up your staff forms, first go to ADMIN—> Site Info—> Modules—> General. Find staff forms, and make sure that it is active for the system.

Next is to ensure that each of your staff members have read/write access to staff forms in their user profiles. ADMIN—>Users—>Search Users—> open appropriate profile—> Modules.

Module	Access
Smartphone - Show Med Provider	Read-Write
Smartphone - Show Team Roster	Read-Write
Smartphone - Staff Forms	Read-Write
Smartphone - Strength	Read-Write
Smartphone - Strength/Conditioning	Read-Write
Smartphone - View Appointment	Read-Write
Smartphone - View Athlete	Read-Write
Smartphone - View Daily Injury List	Read-Write
Smartphone - View Injury	Read-Write
Smartphone - View Limitations	Read-Write
Smartphone - View Notes	Read-Write
Smartphone - View Referrals	Read-Write
Smartphone - View Services	Read-Write
Staff Eval	Read-Write
<b>Staff Forms</b>	Read-Write
Strength/Conditioning	Read-Write
Supplies	Read-Write

- Billing
- Concussion
- Distribute Medication
- Documents
- Emergency Contacts
- Evaluations
- Functional Movement Evaluations
- High School Research
- Hydration Alerts
- Injury Cost Log
- Insurance
- Invoice Tracking
- Medication
- MSC Forms
- NCAA
- Orders
- Physician/Staff Review
- Pre-Participation
- Referrals
- Restock Medication
- Scheduling
- Services
- Staff Eval
- Staff Forms**
- Strength/Conditioning
- Supplies

After making sure that the Staff Forms are active, and your Users have access to them, you can begin creating the form. Begin by going to Admin—> Maintenance—> Staff Forms—> Staff Form Name Maintenance.

- Admin
- Windows
- Help
- Site Info
- Add/Update Teams & Organizations
- Users
- Maintenance**
  - Dropdown/Popup Lists
  - Available Docs/Forms
  - Note Types & Templates
  - Quick Contact Types & Templates
  - Athlete Forms
    - Staff Forms**
      - Update Staff Forms
      - Staff Forms - Update Structure
      - Copy Staff Form
      - Staff Form Name Maintenance**
    - Medical Staff/Coaches Forms
    - Protocols
    - Concussion Prompts
- Dashboard Statistics
- Athlete Security
- Drug Testing
- Athlete Utilities
- Injury Utilities
- Scheduling Utilities
- Inventory Utilities
- Update Athlete Years

# ATS—Staff Forms

When you select the Maintenance screen, you will see the screen below.

Form Name	Abbrev	Active	Sort	Staff Sig	Phys Sig	Days	Active From	Active To
Ankle/Foot Assessment	Ankle	<input checked="" type="checkbox"/>	0	No	No	0		
Back Assessment	BA	<input checked="" type="checkbox"/>	0	No	No	0		
Covid-19 Screening	CV19	<input checked="" type="checkbox"/>	0	No	No	0		
Knee Assessment	Kne	<input checked="" type="checkbox"/>	0	No	No	0		
NAIA Covid-19 Screening	NAIACOV19	<input checked="" type="checkbox"/>	0	No	No	0		
Return-to-Play Protocol	RTP	<input checked="" type="checkbox"/>	0	No	No	0		
Sample Physician Note	spn	<input checked="" type="checkbox"/>	0	No	No	0		
Sports Medicine Plan for Treatment	SMPT	<input checked="" type="checkbox"/>	0	No	No	0		
Sports Medicine Plan for Treatment	SMPT	<input checked="" type="checkbox"/>	0	No	No	0		
Wrist Hand Assessment	Wrist	<input checked="" type="checkbox"/>	0	No	No	0		

Record: 1 Of 10

\* Do not use ANY special characters in your form name.  
Examples include-> period comma & ! \* \$ % # @ : ; \ /

Copy from library Remove Save Print To Excel Close

Maintenance tab descriptions:

**Form Name:** The name of your form that will be displayed. Make sure you do not use special characters in the form name.

**Abbrev:** Abbreviation of the form, to aid in sorting

**Active:** Whether or not the form is active to be edited or viewed.

**Sort:** Alphabetize or sort numerically; all 0 or 1's =alphabetically, 1,2,3 etc will sort numerically.

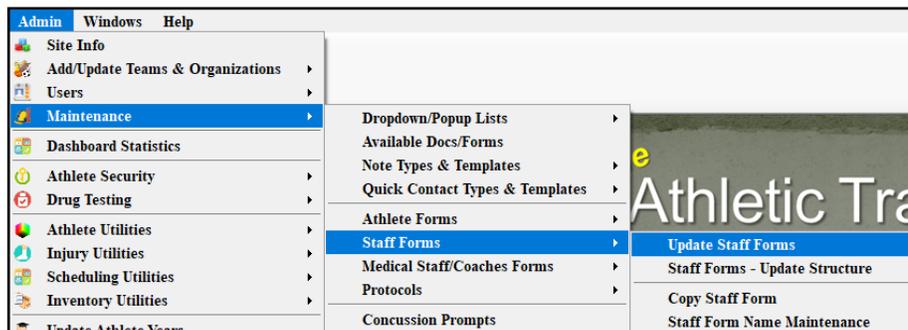
**Staff Sign:** Will it be required for your staff member to sign

**Physician Sign:** If your physician is reviewing the staff forms, especially for the Sports Medicine Plan for Treatment, for billing. They will need to sign that form.

**Days:** How many days you will allow editing of the form before it closes.

**Active From, To:** This will show a form, from a specific date, until a date specified. If these are utilized, you need to change them every year.

After configuring you staff form list, you are then ready to add or edit forms.



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Staff Forms function just like patient/athlete forms. With the same question workings.

Select form to update

Shows the question number you are currently on. Shows all of the available questions, whether they are active or not.

**Section#** = the breakout of your form. If it is a large form, you may have multiple sections in it, example medical history, general medical, body part specific, etc.

**Sub-Section#**=should correspond to the question number, this helps with organization and categorizing the form.

**Question#**= the number of the question. Always number each individual question, consecutively.

**Question active**= question is active on the online form.  
**Answer Required**= question must be answered before saving the form.

Example of section, sub-section and question numbering.  
Section 1, sub 1.01, question 1— section 1, sub 1.02, question 2— Section 1, sub 1.03, question 3  
Section 2, sub 2.01, question 4— section 2, sub 2.02, question 5.

**Parent #**— allows you to ask dependent answered questions. Depending on the answer they give, they will either see the next question or skip over it. Example: Question 1. do you like ice cream? Yes, no. Yes= skip on to the next question, or question 3. No= question 2 pops up, and says, Explain why you don't like ice cream. \*\* can only be yes/no style questions.

Explained a different way, question 1 is the parent question, question 2 is the dependent question of question 1. You can have multiple dependent questions, but only 1 parent per choice.

The available question types. They will be explained in details individually later.

**Options:**

**Highlight Yes/No on report:** when you generate a report, the yes or no answers depending in the selection will be highlighted.

**Format as multiple:** Will indent the form selection.

**Triggers sub-select:** use this if you want the question to be a parented question and open the selection based on the answer given. **Show for value of:** select the answer you want the dependent question to open with, yes or no. **Send notice for:** will send a notification based on the answer given and selected, if you enable group notifications. See the help doc [Configuring a User](#)

You can make an explanation required depending on the answer given.

Gender specific questions

Questions in a range, numbers to select the top and bottom

Formula, Drop-down, or option box: allows you to create formulas to add, subtract and other functions. Click the formula help bar for more explanation. You can also make drop down options, or option boxes populate.

Take note of the **50 character limit**, per choice.

If you select require explanation, you can change what the box that opens says. Default is Explain. You are able to change that to suit your needs for the question.

Example: do you take any prescriptions? List the medicine below, instead of "explain".

## Question Header:

Allows you to define what the section of questions to follow.

Example. Shown is history. As your staff member fills in the staff form, they see questions pertaining to history of their evaluation

## Secondary Questions:

**Preview:** Will preview the form you are creating, so you can see content.

**Print a Blank Form:** Will send the form you have created to a report viewer

**NEW:** New will create a new question in your form.

**Remove:** removes the current question you are on. Question can not be deleted after a form has been save by an athlete, the question can only become inactive.

**Copy:** Copies the question type, section name if applicable, and formatting of the question. Can save you time if you are creating a large questionnaire.

# ATS—Staff Forms

## Explanation of Question Types:

**Note/Info/Title**— Useful for explanations, or providing general information that doesn't need an answer.

**Explain**— Provide a question and then a blank space to enter the answer to the question.

**Yes/No/Yes only/No Only**— These questions allow for a yes or no answer to be offered. This is where the parent questions are tied to, they are dependent on the question, being answered yes or no.

**Range**— Allows you to set a range of numbers to fill in. Useful for subjective pain scale.

**Drop-Down List**— Allows you to use the space provided to create drop down options to select. Should be kept to 50 characters per choice, and 300 max per question.

**Option Boxes**— Allows you to use the space provided to enter options to be selected. 50 characters per choice max 300 per question.

**Date**— Allows you to have a calendar option pop up to select

**Fill in**— Similar to the explain, where it give you an option to fill in an answer.

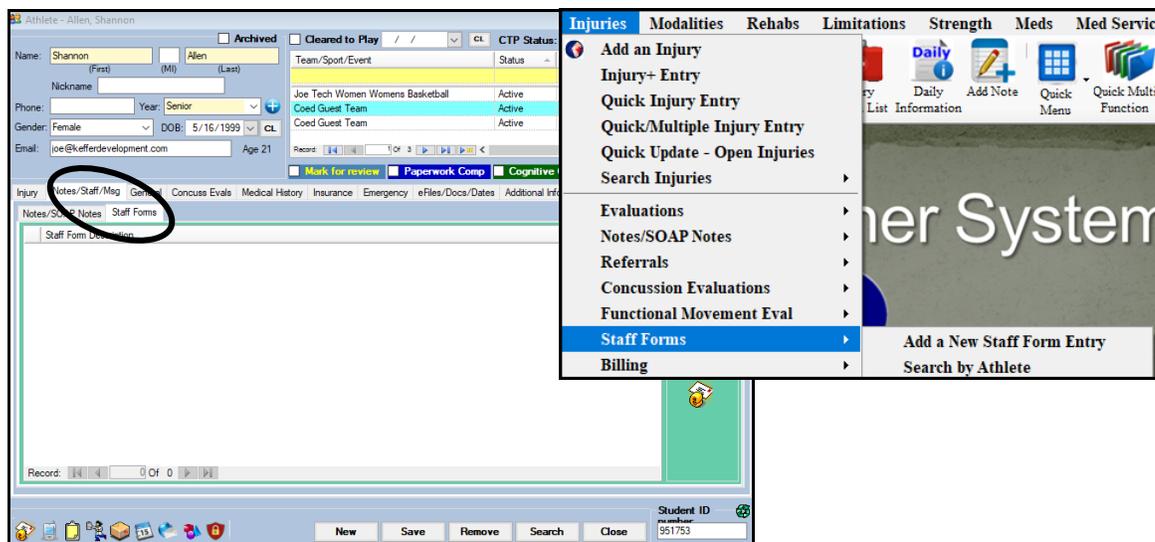
**Formula**— Similar in function to range, but allows you to enter a formula in the space provided to add the numbers from the question. Allows you to compile the numbers entered from the range and total it.

**Large Text**— Provides a space to enter a long answer— long paragraph style. No limit to answer.

**All that apply**— Allows you to have a series of answers, in a multiple mark format.

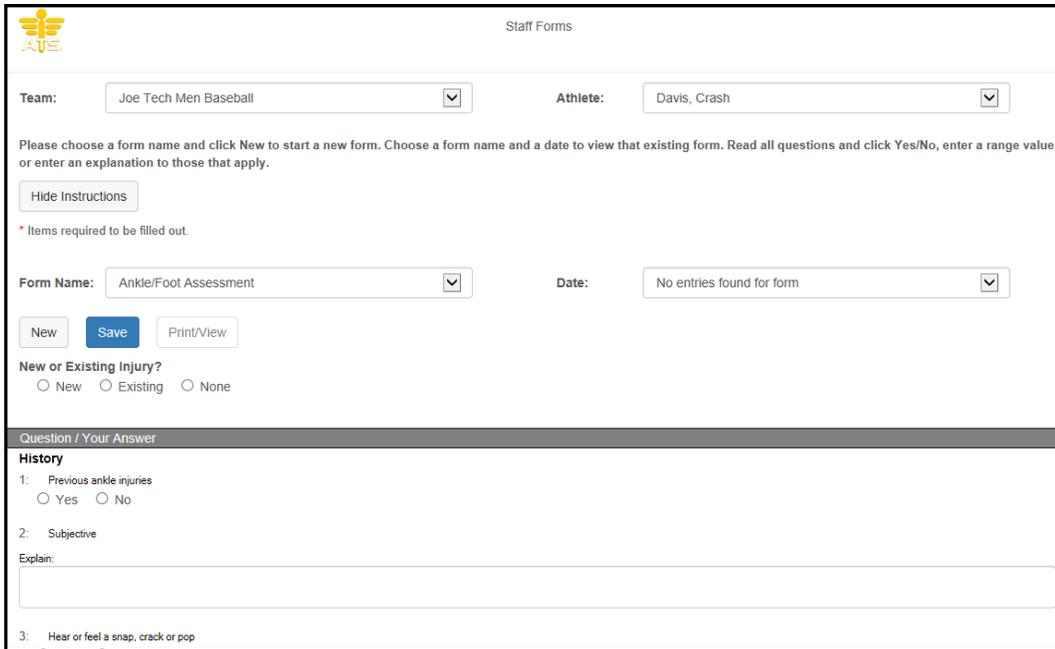
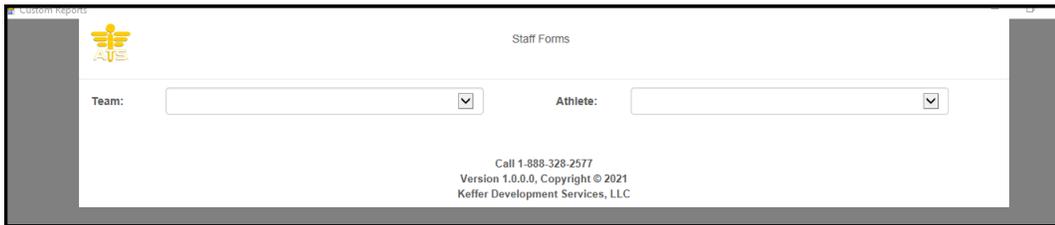
## Utilizing Staff Forms in the Desktop Version:

Staff Forms are available for entering information from the athlete menu, or from the athlete profile, notes/staff/msg using the Staff form option.



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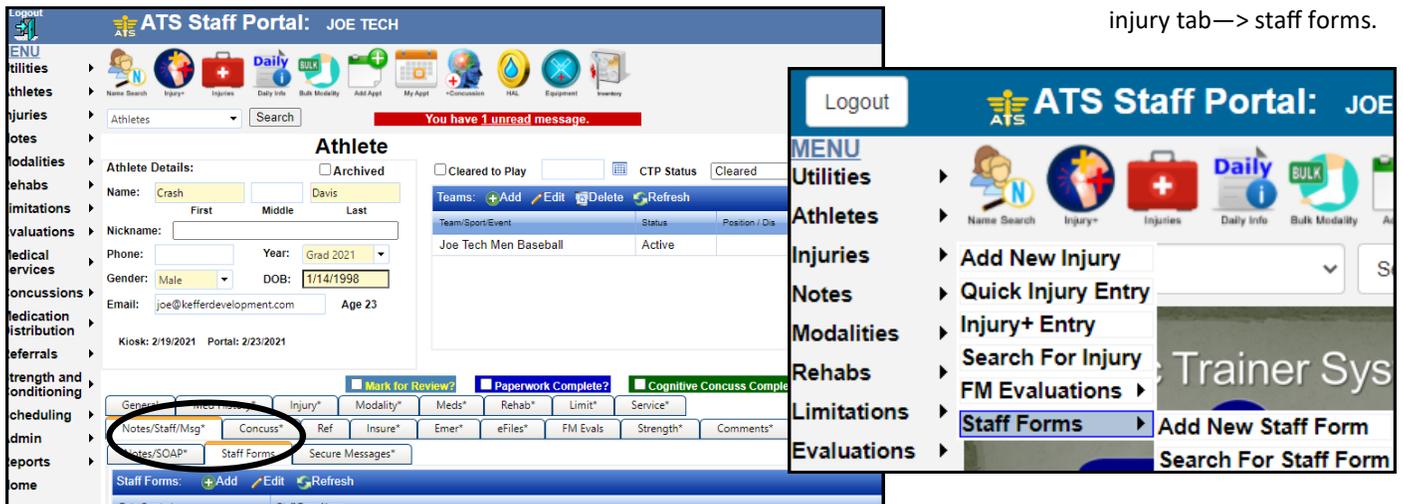
By selecting Staff Forms from either location, menu item or profile. It will take you to the web link to begin filling out the form you created. These are dependent on patient/athlete selection.



You are then able to select what the injury is; new, existing, or none. The questions will show and are able to be filled out much like the patient/athlete form.

## Staff Forms via Staff Portal:

Staff Forms are also available through the staff portal. You can access them through the Patient/Athlete profile, or through the injury tab—> staff forms.

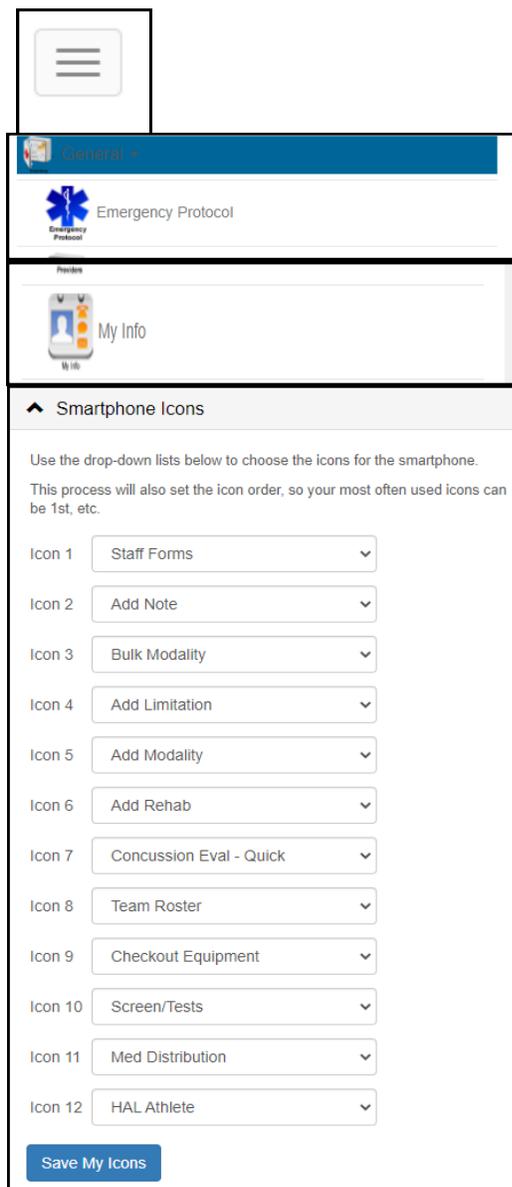
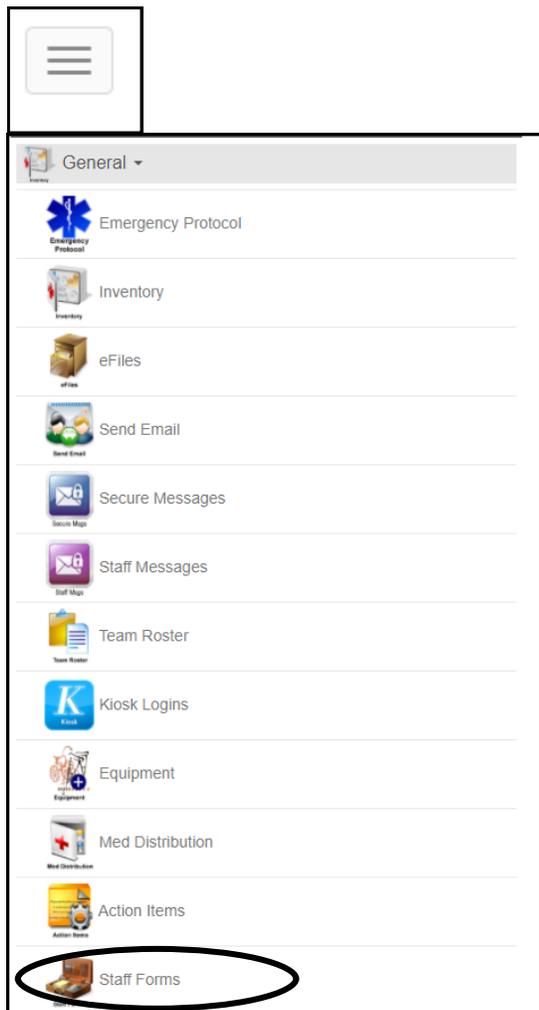


After selecting staff forms, it will take you to the same screen as the Desktop version did.

# ATS—Staff Forms

## Staff Forms from Staff Smartphone link:

You are able to access staff forms via the Smartphone link as well. They are available through the menu —> general—>staff forms. You are also able to set it as one of your hot button icons to be readily accessible.



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## Information from Staff Forms:

You are able to generate reports based on the staff forms that have been completed. Currently only available through the Desktop version.

