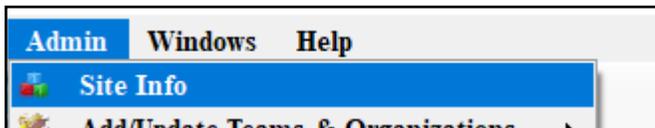


ATS— Specialty Insurance Solutions Configuration

The interface with SIS was included in ATS so submissions could be streamlined. This document shows you how to configure ATS for these submissions; two methods to send a submission and what is stored in ATS after the submission is complete.

**** Make sure you mark the “primary” insurance company on the athlete info; “Payor #” = 1. This can be done manually or when the athlete is doing their registration in the portal.**

We also recommend setting require fields to ensure that the necessary information is entered both by athlete and staff for the injury claims. For more info check out the [Required Fields](#) doc.



Under the Admin—>Site Info screen; on the “Claims/EDI” tab—> Partner page 2 tab enter the required info for the EDI submission. This information will come from your SIS rep, so please speak to them prior to attempting to set this area up.

If not already enabled, do make sure you activate the Enable Claim Submission box for your database.

Enter the applicable EDI Information provided by your SIS rep:

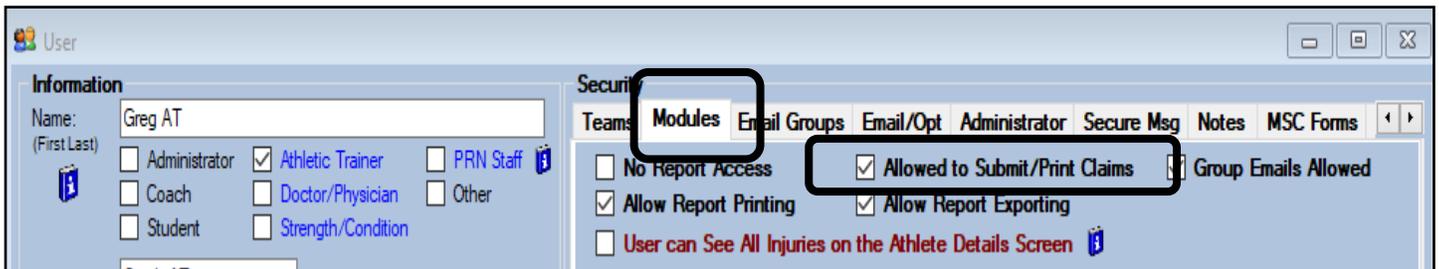
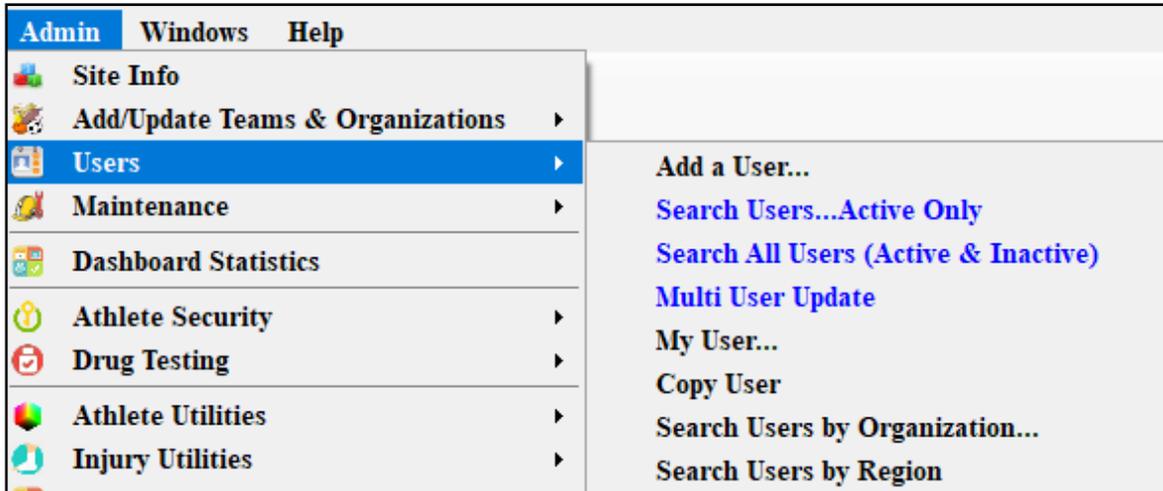
- Host Name
- Target Folder
- User
- Password
- Port

ATS— Specialty Insurance Solutions Configuration

User Profile:

Be sure to allow access to submit/print claims for those staff members that will need to submit claims.

This can be found on the Modules tab of the User Profile.



ATS— Specialty Insurance Solutions Configuration

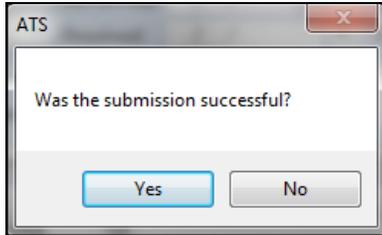
In addition to the insurance information; on the emergency contact information; the employed check box & employer name should be indicated so they show correctly on the claim.

This screenshot shows the 'Athlete - Davis, Crash' form. The 'Name' field is filled with 'Crash' (First), 'Davis' (Last), and 'Davis, Crash' (Full Name). The 'Employed' checkbox is checked, and the 'Employer Name' is 'Joe Tech Men Baseball'. The 'Employer Address' is '123456789'. The 'Employer State' is 'CT'. The 'Employer Zipcode' is '06101'. The 'Employer Phone' is '123456789'. The 'Employer Force PW' is 'crash'. The 'Emergency' section is visible on the right side of the form.

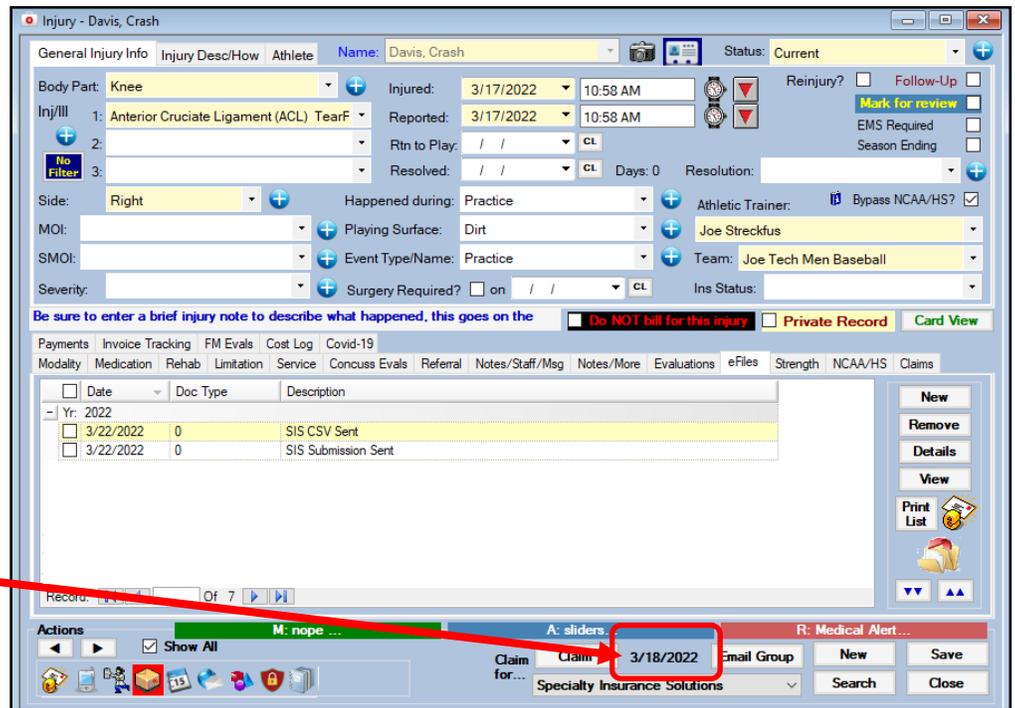
This screenshot shows the 'Injury - Davis, Crash' form. The 'Body Part' is 'Knee'. The 'Injured' date is '3/17/2022' at '10:58 AM'. The 'Inj/Ill' is 'Anterior Cruciate Ligament (ACL) TearF'. The 'Side' is 'Right'. The 'Happened during' is 'Practice'. The 'Playing Surface' is 'Dirt'. The 'Event Type/Name' is 'Practice'. The 'Team' is 'Joe Tech Men Baseball'. The 'Athletic Trainer' is 'Joe Streckfus'. The 'Ins Status' is 'Current'. The 'Claim For...' window is open, showing 'Specialty Insurance Solutions' selected. The 'Claim' button is highlighted with a red box and an arrow.

To submit a claim, select “Specialty Insurance Solutions” from the “Claim For” list, then click the “Claim” button. Clicking this button will process the claim through the EDI process and adds an electronic document to the injury information. No other screens will open during the process.

ATS— Specialty Insurance Solutions Configuration

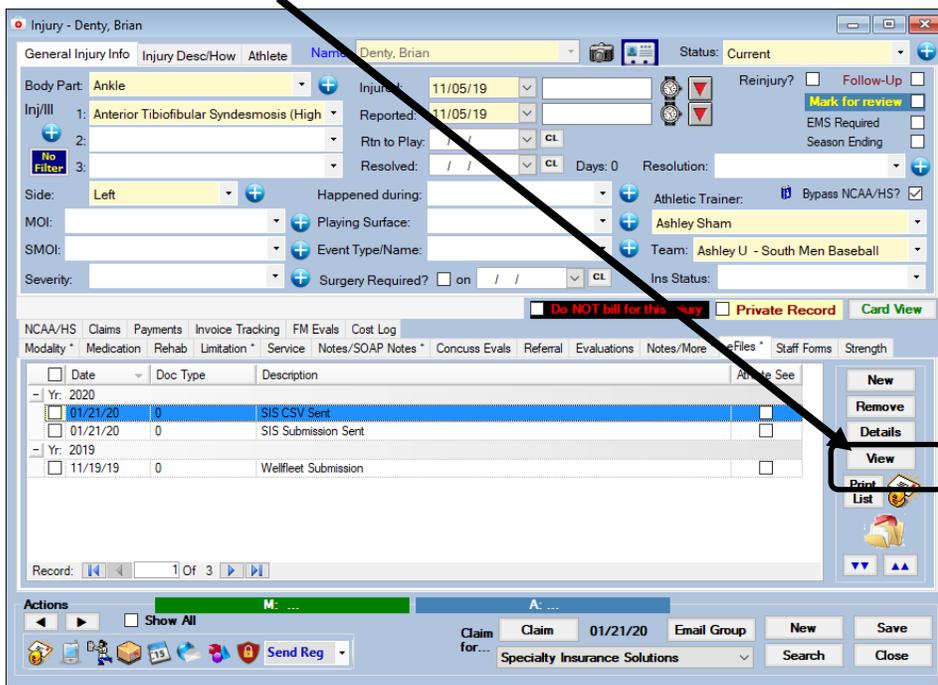


After the submission the processes you will see the screen shown to the left. Answering “Yes” updates the submitted date for the injury. The results are shown here.



To see the claim that was sent:

1. Navigate to the documents tab on either the injury or athlete screens
2. Select the file
3. Click the “View” button.
4. The document will be displayed in the PDF viewer.



Note
Full-size example on next page

