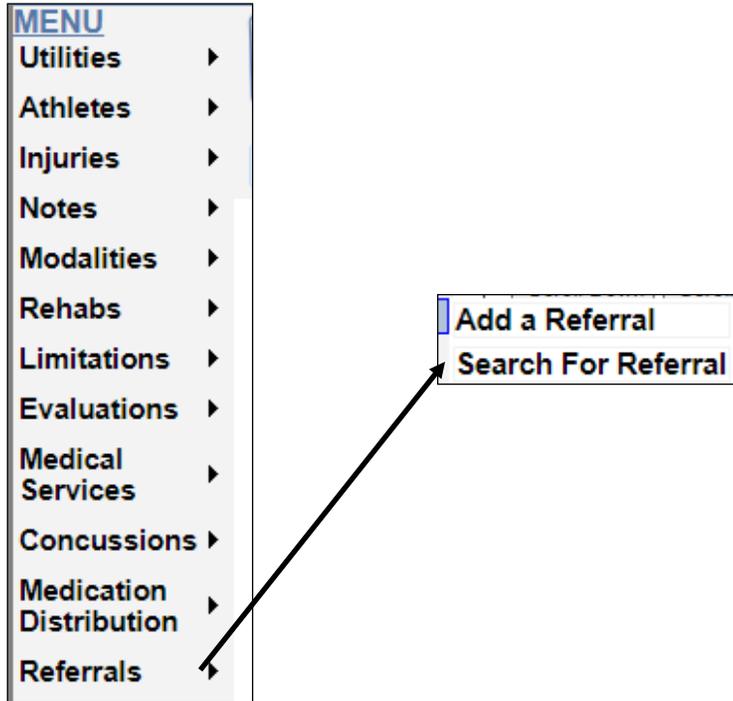


ATS - Referrals in the Staff Portal

Referrals can be accessed/entered from two different areas:

- 1) From the dropdown menu —> Referral—> options to add or search for a referral
- 2) From the injury profile itself —> Click on the referral tab—> “+ Add” button



The screenshot shows an injury profile page. The title is "Injury - 6/16/2021 - Davis, Crash dinger - Chest Contusion - Left - Chest/Ribs". Below the title is a navigation bar with tabs: General Info, Injury Desc/How, Contacts, Billing, Modality*, Meds, Rehab, Limit*, Service, Notes/Staff Forms, and Evaluations. A second row of tabs includes Concussion, Referral* (highlighted with a red box), eFiles*, FM Evals, Notes, COVID-19, Email, and NCAA/HS*. Below the tabs are buttons: Add, Edit, Copy, Refresh, Scroll Down, and Scroll Up. At the bottom, a table header is visible with columns: Date, Provider, and Note.

ATS - Referrals in the Staff Portal

Choose who you are sending this too, a list of your medical providers will appear in the “To” dropdown. If you need to choose a particular physician click the “by” button the physicians available for the medical provider chosen will be available. Be sure to select a service and ensure the appropriate injury is in the “injury” box.

[Return to Injury](#)

Referral

Athlete:

Injury:

To:

Attention:

Referral Date:

Service:

Referral Note Type:

Dr. Howser,
Student-Athlete: Davis, Crash
For: evaluation of the left side chest contusion
Injured on: 6/16/21

You may include any type of note with this referral by selecting the appropriate type from the Note Type dropdown. Once you have completed filling in the information click “save”. You will receive a prompt that the referral has been saved and more options will appear at the bottom of the screen.

You referral has been created!

[Return to Injury](#)

Referral

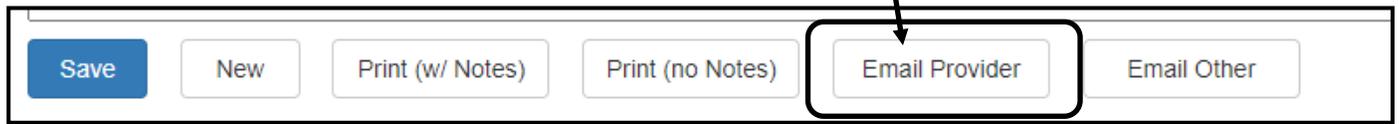
Athlete:

Injury:

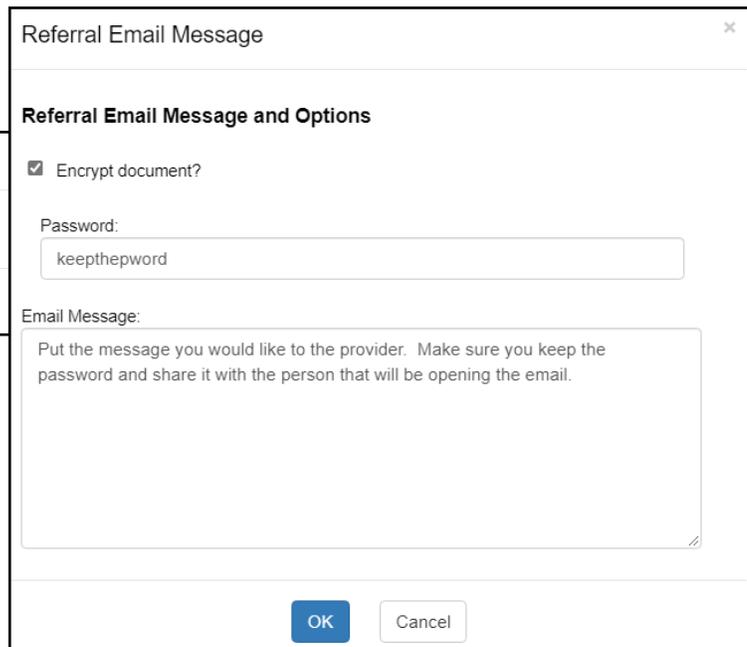
To:

ATS - Referrals in the Staff Portal

To email the referral click the Email Provider button that appears at the bottom of the screen after you save your entry.



Choose if you want to include the notes with this referral. The email message box will now load, enter any message you wish to include and then decide if you want to encrypt the document (we highly recommend that you do encrypt the document when sending). Be sure you have agreed on a password with the medical provider prior to sending the referral as ATS WILL NOT save the password.



You will receive a confirmation message when the email has been sent.