Within ATS you have the ability to add your secondary insurance to all your athletes, or select group of athletes in bulk.

The first thing you need to do is select an individual athlete and add your secondary insurance policy to this athlete's profile. *Be sure to remember or write down the athlete you added this insurance entry to you, will need it later on in the process.

Once you are in your chosen athlete's profile click on the Insurance Tab, then click "new" under the insurance menu.

😫 Athle	te - Crutch, Josh										
				Archived		ared to Play /	/ 🗸 CL (CTP Status:	0		~
Name:	Josh		Crutch		Team/	Sport/Event	:	Status 🔺	osition/Dis	As Of	CTP Date
~	(First)	, (,	(MI) (La	st)							
Phone:		rear:	Senior		Ashley	U - South Men Mens	Soccer /	Active			
Gender:	09/07/ ~	DOB:	01/01/00	✓ CL							
Email:				Age 20	Record:	∎	▶ ▶ ♦ ♦			\mathbf{i}	>
					Mar	k for reviev	aperwork Comp	Cognitive C	Concuss Com	plete 🧊	Card
Injury *	Medication Notes/	Staff/N	Asg Concuss E	vals * Medi	cal History	* Genera Insuran	ce * Emergency el	Files & Docs A	dditional Info	Strength	View
No No	Primary Insurance				Copy Fro	m	/	Do NOT	bill for this a	thlete	Insurance
Compa	ny		Туре	Pay #	ID No	Group No	Insurance Phone	PCP		PCP Phor	New
Policy I	Holder First Name	P	Policy Holder L	ast Name		Policy Holder DOB	Policy Holder SSN	Policy Holder	r Relationship	Policy Sta	Сору
All-n-Or	ne Insurance (Muddvil	le PA)	Medical - PPO	99							
											Remove
											Details
											Report
											Print
											Сору
											From
Record	d: 🚺 🖣 🔤 1	Of 1	1 🕨 🚺 <							>	Card View
							Kiosk: 02/13	/19 10:25 AM	A Portal: (02/13/19	10:25 AM
	M:					A:				At	hlete ID 🛛 🐯
8] 🗋 🐕 🥥	1	🎐 🍪 🔞	Send Reg	Ŀ	New Sa	ve Remove	Search	Clos	e 36	9778

Once the Athlete Insurance Box loads fill in the required/desired information. Be sure to set the Payor # as 2.

Insurance Info Card Front/Back		Policy Holder Information	
Athlete: Crutch, Josh	-		Copy Athlete Info Self Insured
Company:	• Ins 🕁	Name: (First)	(MI) (Last)
Insure Type:	hone:	DOB: / / 🗸 G	ender: V
Plan:		Street:	
Plan Type:	Сорау:	C/S/Z:	
ID #:		Phone:	
Group #:	Pre-Cert Required	Policy Holder Relation:	 Signature on file
Payor #: 2	Disable for Billing	Employer Name:	
		Email Address:	
Policy Start: 7 7			
Policy End: / / V CL		PCP Info Name:	Phone:
Policy End: / / v CL Deductible \$: or		PCP Info Name:	Phone:
Policy End: / / V CL Deductible \$: or Notes: (Max 1000 Characters):		PCP Info Name:	Phone:
Policy End: / / v CL Deductible \$: or Notes: (Max 1000 Characters):		PCP Info Name:	Phone:
Policy End: / / V CL Deductible \$: or Notes: (Max 1000 Characters):		PCP Info Name:	Phone:
Policy End: / / V CL Deductible \$: or Notes: (Max 1000 Characters):		PCP Info Name:	Phone:

If you want to upload a picture of the insurance card with this entry click the Card Front/Back tab. You can load the front and back pictures separately or as one. Click in the Load Graphic button in the areas you choose. Be sure to save when you are finished.

V Athlete Insurance - Crutch, Josh		1		
Insurance for Card Front/Back				
FRONT	Load Graphic View Clear	BAC		Load Graphic View Clear Size: 2" X 3"
- FRON	T & BACK			
			Load Graphic	
			View	
			Clear	
			Size: 2" X 6"	
Notes: (Max 1000 Characters):				Font
				^ View
				- U
Actions				
View Company	New	Save	Remove	Close

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Now we will move on to adding your secondary insurance to your other athletes in bulk.

Go to admin—>Athlete Utilities—>Secondary Insurance—>Add Secondary Insurance:—> then make the appropriate choice.

🚜 Site Info			
👸 Add/Update Teams & Organizations	•		
Disers Users	•	Durge Athletes Marked to be Durged	
💋 Maintenance	•	Purge Athletes with Last Injury Date before XXX	
Dashboard Statistics		View Athletes Marked to be Purged	
🕜 Athlete Security	•	Interaction Reports	•
🕞 Drug Testing	•	Physical Expiration Date	→
🌲 Athlete Utilities	•	Add Athletes on One Team to Another	
 Injury Utilities 	•	Add Athletes on One Team/Year to Another Team	
📴 Scheduling Utilities	•	Resize Insurance Images	
Inventory Utilities	•	Resize Insurance Images for a Team	
		Secondary Insurance	•
		Update Insurance Payor #	•

Add Secondary Insurance:

for All Active Athletes for a Team for an Organzation for a Class Year for Active Athletes Without This Insurance for Athletes Chosen Using Bulk Select



You will see a notice in a red box indicating that once this process is completed it cannot be undone. Click Yes to continue.

A list of your athletes will pop up, you need to select the athlete that you added the Insurance entry to in the previous step.



Once you have selected your athlete, the next box to appear will be a list of the insurance company entries in that athlete's profile. Select the one that is your Secondary Insurance Company. You will see a notification when the process is complete.

ATS	×
Insurance process complete.	
ОК	

Choose the insuran	ce entry		
	oo onay		
		Search	
All-n-One Insurance Medical - PF	°O		
Duck Insurance Medical - HMO			
Duck Insurance Medical - HMO			

This process is the same for all of the "add" options, if you select any other than the all athletes option you will receive an additional prompt after the selection of the insurance entry based on what add option you chose: Team, Organization, Class Year, Athletes Without Active Insurance, or the Bulk Select option.

🙀 Choose the Team(s)	1	G: Chaose the Organization(s)	×	Choose the class year(s)	×
Choose the Sport		Choose the Organization	~	Choose the year	
Search		choose the Organization		Choose the year	
Coard Grant Term			Search	Search	
Coed Student Body		Ashley U - South Ashley U - East		Sophomore	
Ashley U - South Coed Student Body		Ashley U - North		Junior	
Ashley U - South Men Baseball		KDS School Privit Demo		Senior Grad 2012	
Ashley U - South Men Mens Soccer				Grad 2012	
Ashley U - South Men Mens Track Ashley U - South Men Westling				Grad 2013	
Ashley U - South Women Cheerleading				Grad 2015	
Ashley U - South Women Softball				Grad 2016	
Ashley U - South Women Intack Ashley U - South Women Volleyball				Grad 2017 Grad 2018	
Ashley U - South Women Womens Basketball				Grad 2019	
Ashley U - South Women Womens Soccer Ashley U - Fast Coed Swimming				Grad 2020 Grad 2021	
Ashley U - East Men Football				inactive	
Ashley U - East Men Mens Volleyball Ashley U - East Women I scrosse				Purge	
Ashley U - North Coed Swimming				Transferred	
Ashley U - North Coed Waterpolo				Player	
Ashley U - North Men Mens Basketball Ashley U - North Men Wrestling				Pinvit	
Ashley U - North Women Softball					
Ashey U - North Women Volleyball Ashey U - North Women Womens Basketball					
KDS School Coed Student Body					
Privit Demo Coed Band - Vansty (2015)		MI Selections OV	Canad		
All Selections OK Cancel		THE DERCEMPTS	Calico	All Selections OK Cancel	
Cleared to Play Yes N Scholarship Yes N Academic Eligi Yes N OTC Meds Alid Yes N Red Shirt Yes N	b None None ble O None wed O None	Physical Expires >= >= / / / ♥ CL <= / / ♥ CL Brthdate Range >= / / / ♥ CL <= / / ♥ CL <= / / ♥ CL Employee Status Marital Status	Freshman Grad 2012 Grad 2012 Grad 2013 Grad 2013 Grad 2014 Crad 2015 Team Ashley U - East Ashley U - East Ashley U - East Ashley U - East Ashley U - Sast Ashley U - Sast Ashley U - North Ashley U - North Ashley U - North Ashley U - North	All None All None Coed Swimming Men Footbal Men Mens Volleyball Women Lacrosse h Coed Waterpolo h Men Mens Basketball h Men Mens Basketball	
	Apply Ad	ditional Filters	Ashley U - North Ashley U - North Ashley U - North Ashley U - South Ashley U - South	h Women Softball h Women Volleyball h Women Womens Bas h Coed Student Body h Men Baseball h Men Mens Basketball h Men Mens Soccer h Men Mens Track h Men Weiting	
			Ashley U - South	h Women Cheerleading	
Process Athle	etes Selected	Close/Cancel			

You can remove Secondary Insurance Entries in bulk as well. Go to admin—> Athlete Utilities—>Secondary Insurance—> Remove Secondary Insurance—> then make the appropriate choice.

Admin Windows Help		
🚜 Site Info		
🐉 🛛 Add/Update Teams & Organizations 📀 🕨		
🟥 Users 🕨 🕨		
💰 Maintenance 🔸	Purge Athletes Marked to be Purged	
Dashboard Statistics	Purge Athletes with Last Injury Date before XXX View Athletes Marked to be Purged	
(1) Athlete Security	Interaction Reports	Add Secondary Insurance:
Drug Testing	Physical Expiration Date	for All Active Athletes
🔹 Athlete Utilities 🔹 🔸	Add Athletes on One Team to Another	for a Team
Injury Utilities	Add Athletes on One Team/Year to Another Team	for an Organzation
🕃 Scheduling Utilities 🔸	Resize Insurance Images	for a Class Year
Inventory Utilities	Resize Insurance Images for a Team	for Active Athletes Without This Insurance for Athletes Chosen Using Bulk Select
	Secondary Insurance	Remove Secondary Insurance:
	Update Insurance Payor #	for All Active Athletes
		for a Team
		for an Organization

Show Message						
This process will use the ins deleting insurance records f	surance recor	rd chosen fro of athletes ch	m a specific a osen (all activ	thlete as a te e, team, orga	mplate for anization).	^
NOTE: * Once completed these ch or doing a complete restore A complete restore of your	anges are not of your datat r database me	t reversable o base. eans you wou	ther than addi Ild lose any w	ng each new ork done dur	entry individ ing the day.	ually
Do you want to continue?						
						~
	Yes	No				

You will see a notice in Red box indicating that this process cannot be undone. Click Yes to continue.

for a Class Year

You will then have to select an athlete that you know has the secondary Insurance entry in their athlete profile.

			×
Choose the ATHLETE			
		Search	
Adidas Sally			^
Backstroke, Charley			
Balboa Bocky			
Baldwin Alex			
Bames, Jessica			
Bartlett, Josiah			
Bello, John			
Bells, Jill			
Bells, Julie			
Bevans, Connor			
Black, Ashley			
Blake, Bellamy			
Blake, Octavia			
Blindside, Joe			
Bonder, James			
Bowlby, Grace			
Brady, Wilma			
Brown, Anthony			
Brown, James			
Brown, Jared			
Bundy, Peggy			
Catchit, Jimmy			
Chess, Dave			
Clerk, Tina			
Connor, Becky			
Connor, Darlene			
Cooper, Sheldon			~
	ок	Cancel	

Choose the correct insurance entry to be removed. You will see a notice when the process is complete.



Choose the insura	ance entry			
	-		Constant	
			search	
All-n-One Insurance Medical	PPO			
All-n-One Insurance Medical	PPO			
All-n-One Insurance Medical	PPO			

The "remove" process is the same for all the options, if you select for Team, Organization or Class year you will be prompted to make an additional selecting indicating this after you select your athlete and insurance entry that is to be removed.

