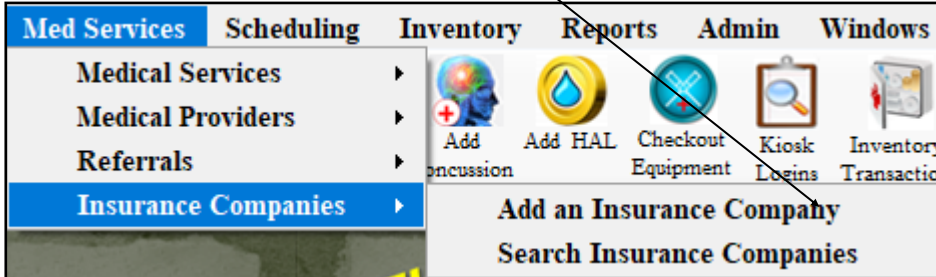


You can add an **Insurance Company** by going to **Med Services, Insurance Companies**, then **Add an Insurance Company**.



Several Fields can be added, but only the Insurance company's **Name** is required. Add as much information as you would like. For billing purposes see the [Billing Setup and](#) Use help doc, to include all necessary information.

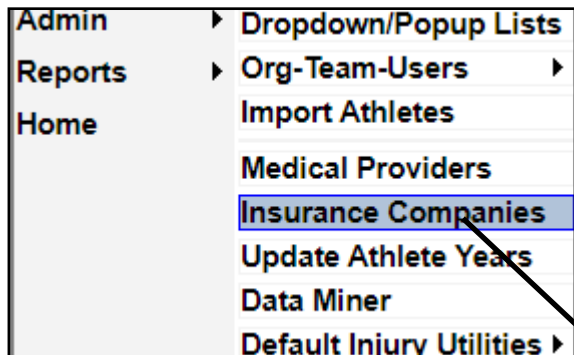
The insurance companies must also be checked as active to show for athletes or for staff to enter them in the insurance tab.

A screenshot of the 'Insurance Company' form in a software application. The form has tabs for 'General', 'Claims', and 'Payments', with 'General' selected. At the top, it shows 'Charges: \$0.00', 'Paid: \$0.00', and 'Balance: \$0.00'. The form is divided into sections: 'Company Information' (Name, Address, City, State, Zip, Phone, Fax, Web Site), 'Contact Information' (Contact Name, Phone, Email), 'Billing Information' (Billing Code), and 'Notes'. The 'Active' checkbox is checked and circled in red. At the bottom, there are buttons for 'Prev', 'Next', 'New', 'Save', 'Remove', 'Search', and 'Close'.

ATS - Adding an Insurance Company

You are also able to add insurance companies through the core portal. Steps are below.

Go to ADMIN—>Insurance Companies.



[Return to Insurance Companies](#) **Insurance Company Maintenance**

Company Information

Company Name Is Active

Address

City

State

Zip

Phone

Fax

Web Site

Contact Information

Contact Name

Phone

Email

Billing Information

Billing Code

Notes

Same requirements are present on this page as the core portal.

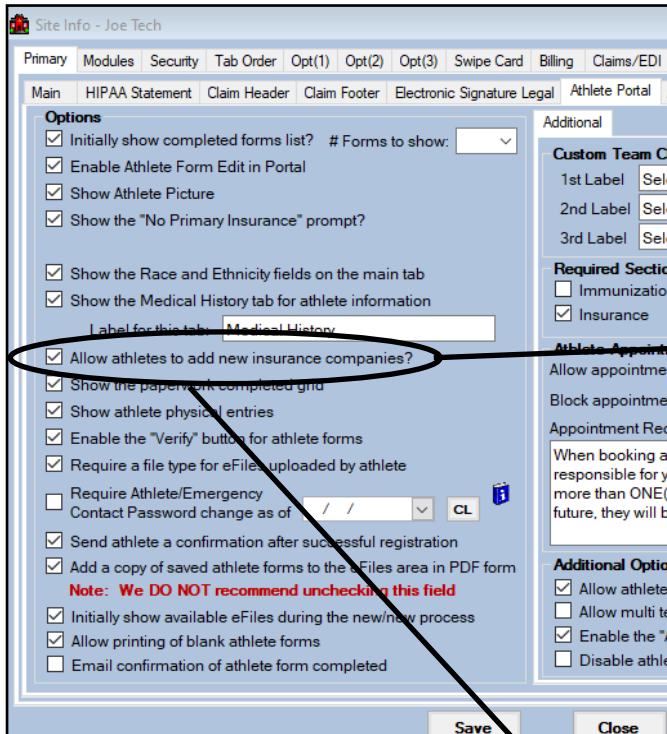
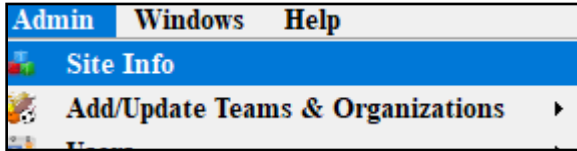
Company name and make the selection Active.

You can fill in as much of the information as needed.

ATS - Adding an Insurance Company

As well as having staff members enter insurance companies. You can also allow athletes/parents enter insurance information. Follow the steps below to ensure athletes have the capabilities to enter insurance.

To allow athletes to enter insurance, start by going to ADMIN—> SiteInfo—> Athlete Portal



Ensure the Allow Athletes to add new insurance companies is turned check. Alternatively, if you wish them to not add their own insurance companies, un-check this area.

