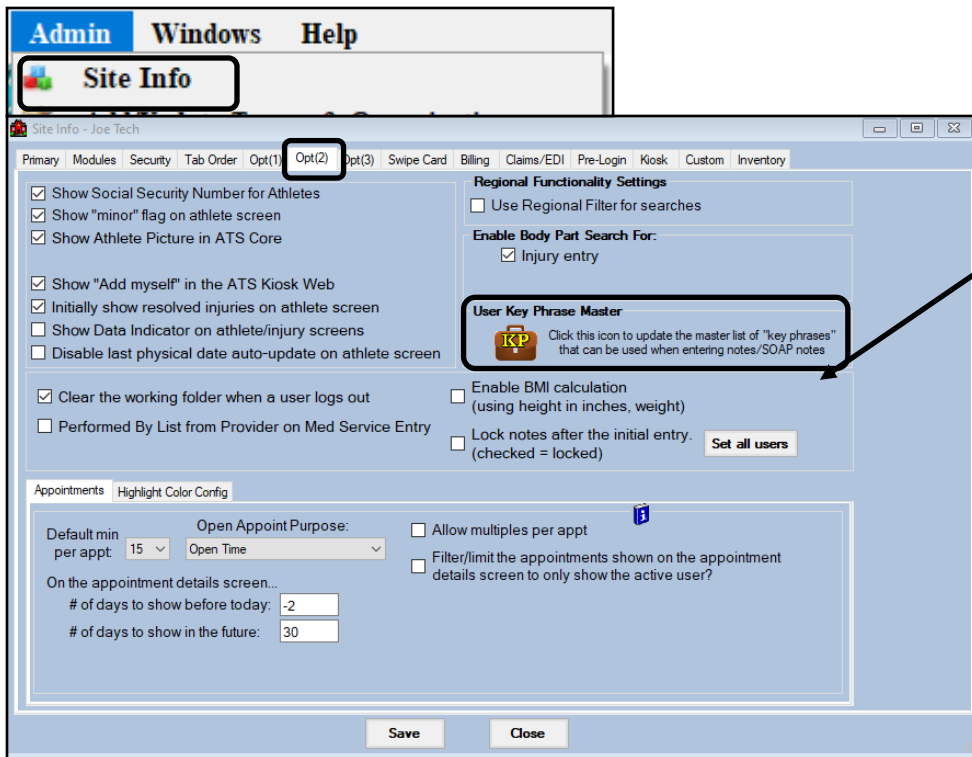
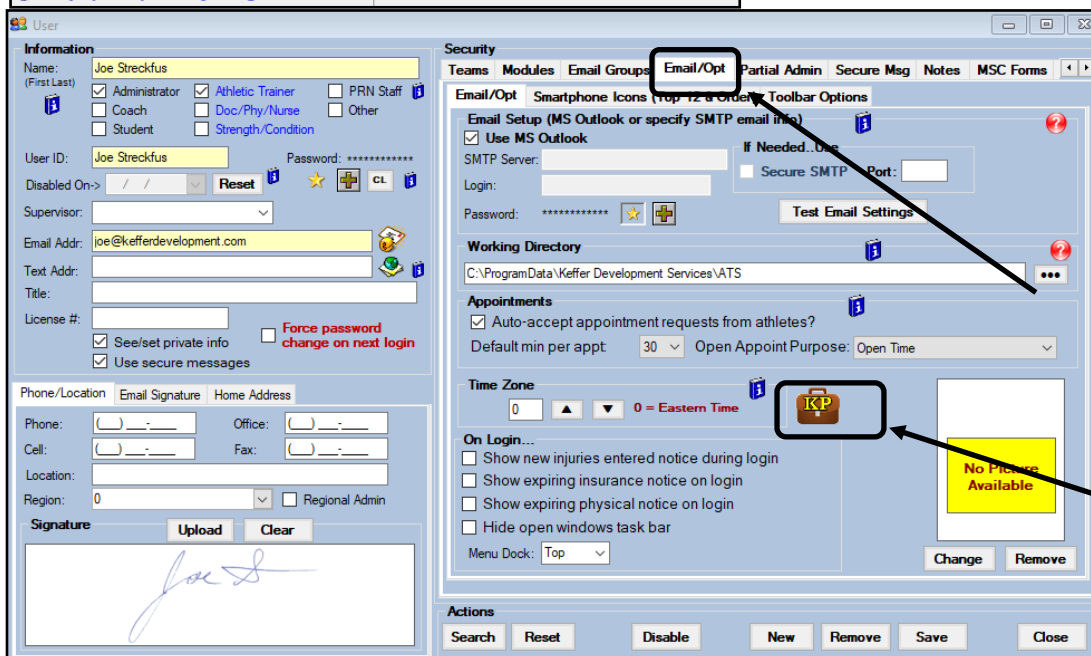
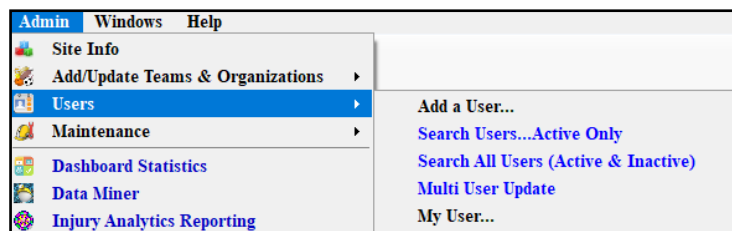


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Key Phrases can be a shortcut for note taking and standardizing documentation. They are particularly useful for entering standard information, concussion warning signs, physician information, or other large amounts of information you do not want to type each time. ATS provides two options of Key Phrases, a master list and user lists.



To access/edit the master list go to Admin—> site info —> opt (2) tab and select the KP icon.



Individual users can access their list through their user screen. Admin —> users—> my user—> email/opt tab and click the KP icon

Master Key Phrase:

It is the recommendation from ATS to begin by building a Master List of Key Phrases. This will allow you to assign the list to the individual users. The individual users will be able to add, change and make their own Key Phrase list, from their user profile. Below, is the Master List Screen from Site Info.

Enter the new 'Name' for this key phrase

OK

Cancel

Select New to enter a new key phrase. Enter the name of the Key Phrase, this will also be a selectable option.

After you enter that, you will enter your Phrase Tag. This MUST be bracketed by < >. Use an abbreviation of what the phrase contains, so it is easy to remember.

Record: 1 Of 4

Refresh List

Print

To Excel

Close

Key Phrase Text

Severe Headache
Worsening Headache
Loss/Change in Consciousness
Dizziness
Increase of Nausea/Vomiting
Double Vision
Amnesia
Decrease in coordination

Enter the text you would like to show when you use the key phrase. This is customizable, enter as much information as you would like to show after you enter the KP, and click the cup.

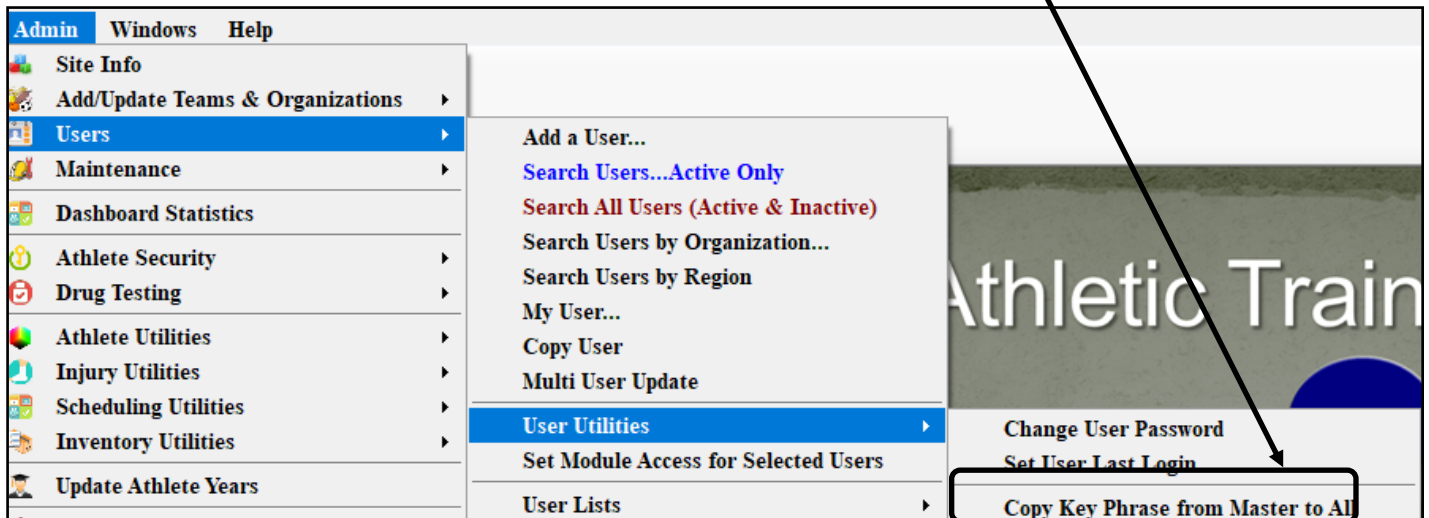
You can delete/
remove a key
phrase using the
remove button.

The screenshot shows the 'User Key Phrases for: Rhett Keffer' window. At the top, there are buttons for 'From Master...', 'From User...', 'Save', 'Remove', 'New', and 'Close'. The 'From Master...' and 'From User...' buttons are circled in red. Below the main window, a 'Choose the USER...' dialog box is open, displaying a list of users: Admin, Keffer; AT, Greg; AT, Sally; Bullocky, Sandra; Coach, Swim; Jack Black, Coach; John Smith, Coach; Keffer, Rhett; Sham, Ashley (highlighted); and U East AT, Ashley. A pink callout box at the bottom of the dialog says 'Select a user to copy a Key Phrase List from.'.

You can copy over the Master list
to each user or a user can copy
another users list.

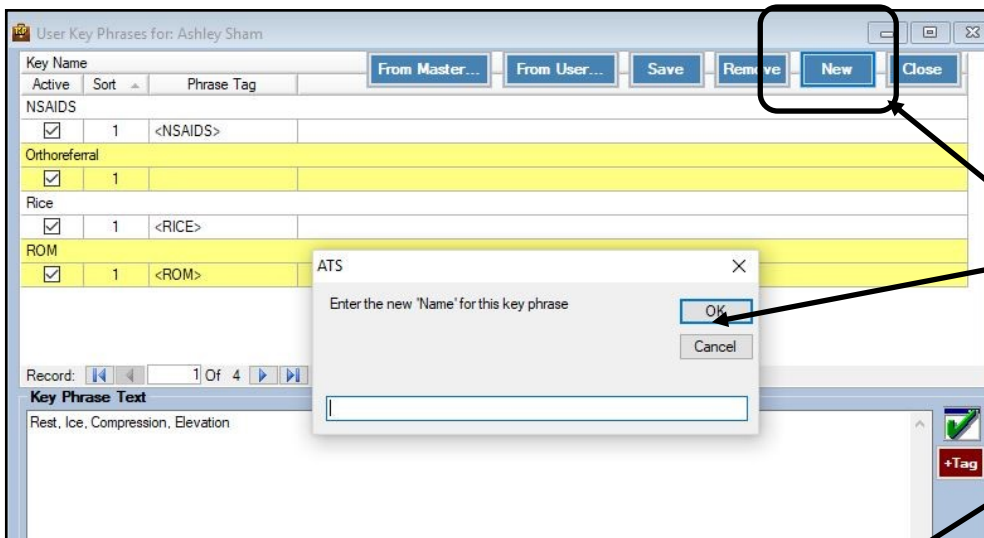
The screenshot shows the 'User Key Phrases for: Rhett Keffer' window with a list of key phrases. The list includes: NSAIDS, Orthoreferal, Rice, ROM, and warning signs for concussion. Each row has a checkbox, a count (1), and a tag (e.g., <NSAIDS>). The rows for Orthoreferal, Rice, and ROM are highlighted in yellow. A small dialog box titled 'ATS' with the message 'Copy complete.' and an 'OK' button is overlaid on the window. The 'From Master...' and 'From User...' buttons are circled in red.

The system administrator may decide to send the Master list to all users. Should there be standard information that needs to be entered. Using the steps below, you can send to all users, the master list of Key Phrases.

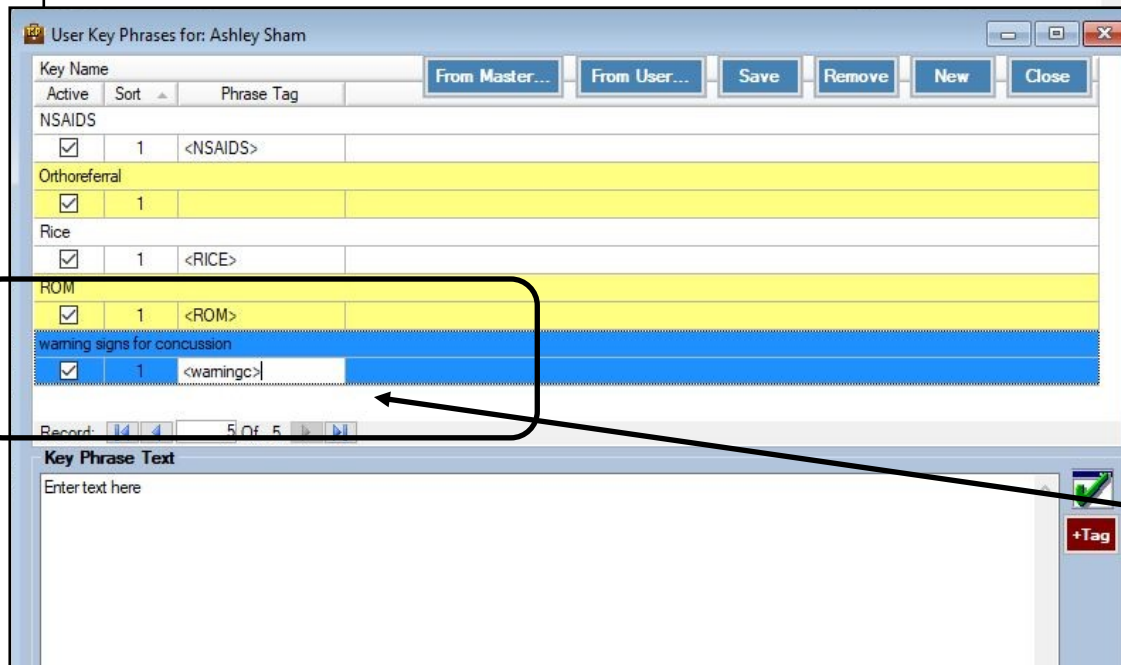
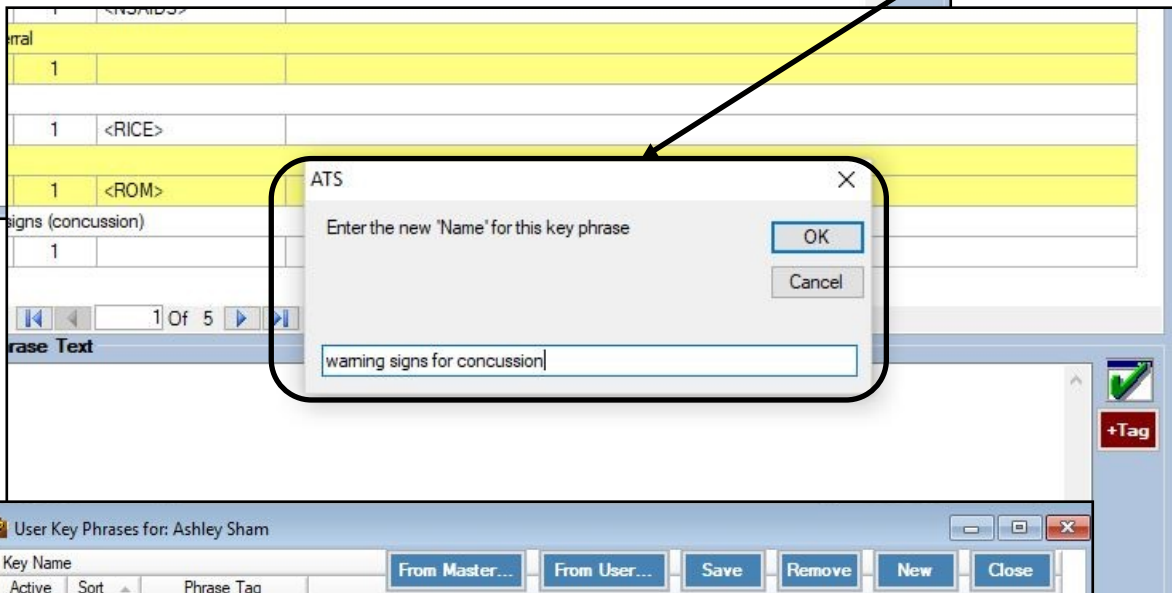


User Key Phrase List:

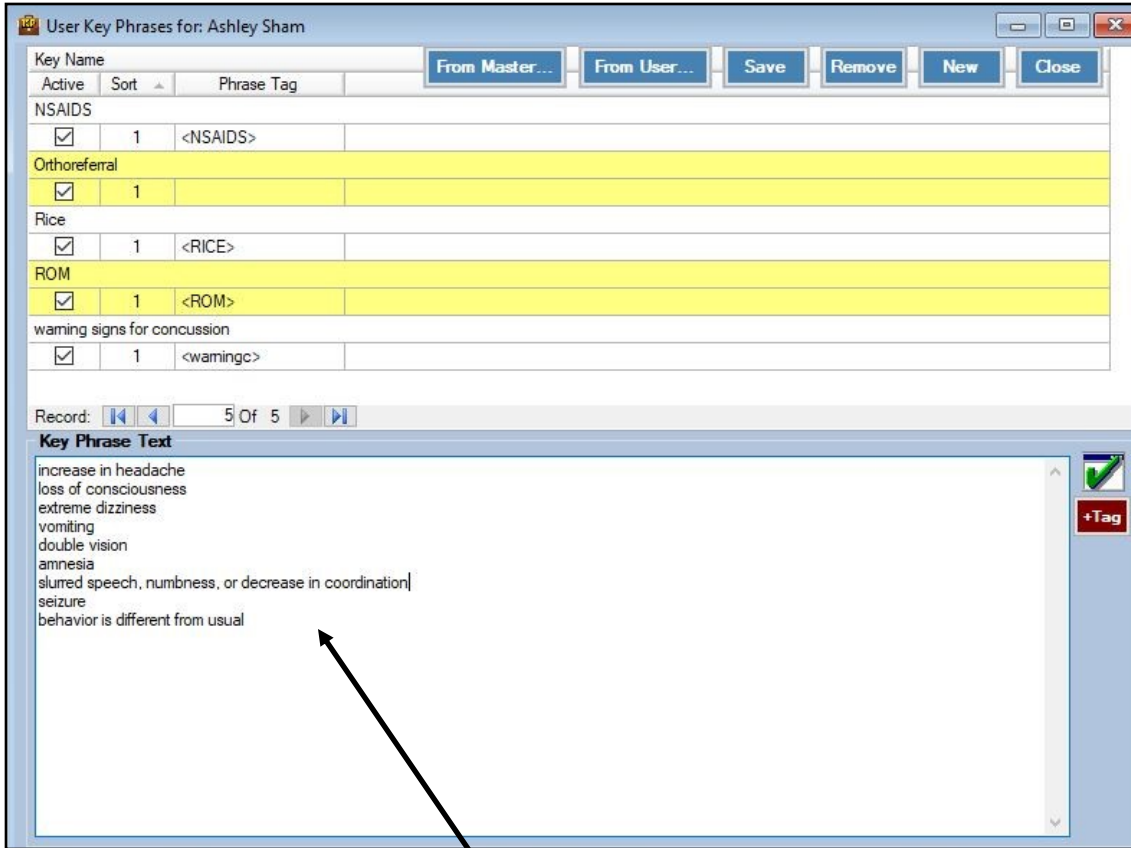
This area allows you the ability to customize your own key phrase list. You can copy the master list, copy another user, or create your own.



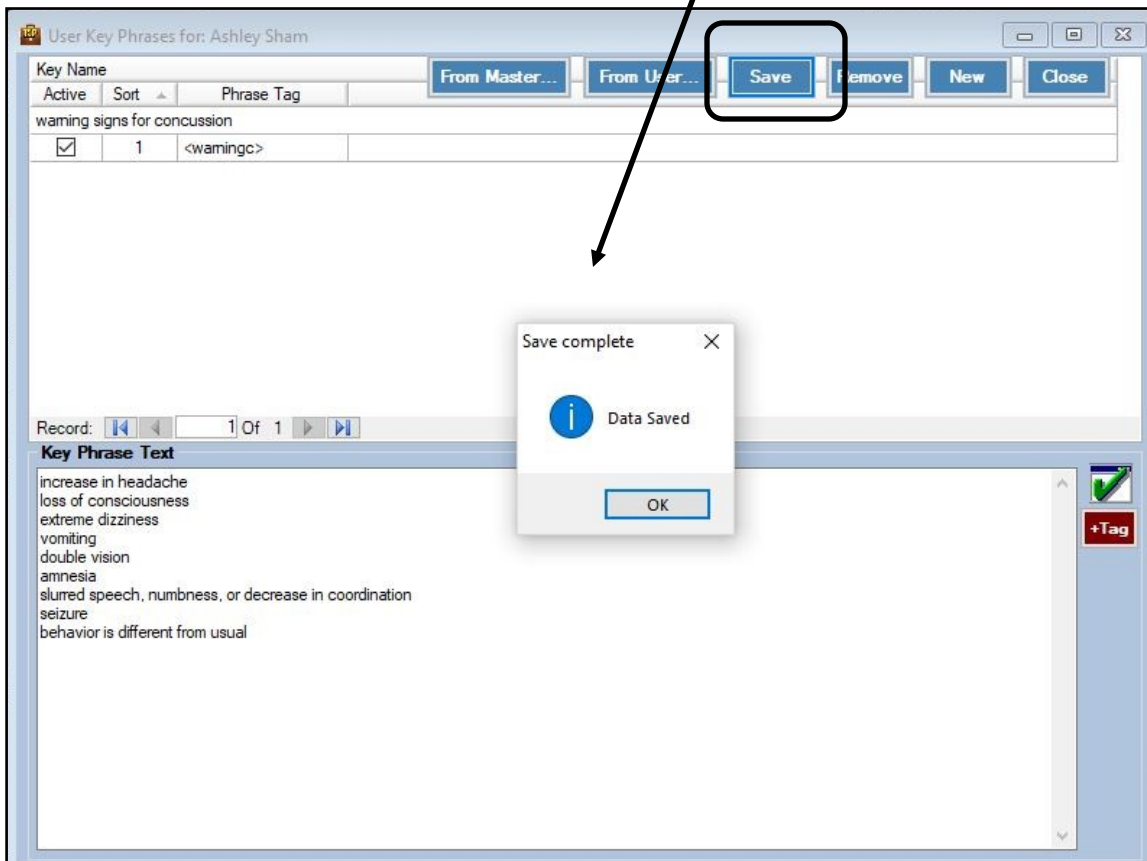
Once you are in the Key Phrase Screen select new and choose a name for this particular phrase.



The next step is type in the phrase tag you will be using when typing. Be sure to include <> around the word.



The next step is to type in the words/phrases you want to be associated with the phrase tag in the key phrase text area. Once you are done click save and you will get a confirmation that the information has saved.



Using Key Phrases:

There are two ways to use the key phrase. You can type the phrase tag you have chosen, remember to include the <> at the beginning and end of the word, or you can click the KP icon and choose from the list.

The screenshot displays a software interface for entering a note. The main window is titled "Note - Bevans, Connor". It includes fields for "Athlete" (Bevans, Connor), "Entered by" (Ashley Sham), "Time Spent" (Min), "Injury" (06/15/2018 - Concussion - N/A - Head/Face), "Note Date" (07/06/18 10:43:46 AM), and "Note Type" (Phone Conversation). A "Private Record" checkbox is also present. The note text reads: "Spoke with Connor's mother on the phone. She reports he is still experiencing symptoms and wanted to know if she should take him to the ER for further eval or just wait until she can get him an appointment with his physician. We went over these signs and symptoms that warrant immediate care at the ER <warningc> Mrs Bevans will contact me tomorrow if Connor is unable to report to the ATR tomorrow." The phrase "<warningc>" is highlighted with a red box. A "KP" icon is visible in the right-hand sidebar, circled in black. A dialog box titled "Choose the applicable key phrase(s)..." is open, showing a search bar and a list of key phrases: "NSAIDS", "Orthoreferal", "Rice", "ROM", and "warning signs for concussion". The "warning signs for concussion" option is highlighted with a black box, and an arrow points from this box to the "<warningc>" in the note text.

To insert the key phrase simply click the cup icon and the phrase tag will automatically turn into the phrase/information specified.

Note - Bevans, Connor

Athlete: Bevans, Connor Entered by: Ashley Sham Time Spent: Min Private Record:

Injury: 06/15/2018 - Concussion - N/A - Head/Face Note Date: 07/06/18 10:43:46 AM Now Note Type: Phone Conversation

Note

Spoke with Connor's mother on the phone. She reports he is still experienceing symptoms and wanted to know if she should take him to the ER for further eval or just wait until she can get him an appointment with his physician. We went over these signs and symotoms that warrent immediate care at the ER

- increase in headache
- loss of consciousness
- extreme dizziness
- vomiting
- double vision
- amnesia
- slurred speech, numbness, or decrease in coordination
- seizure
- behavior is different from usual

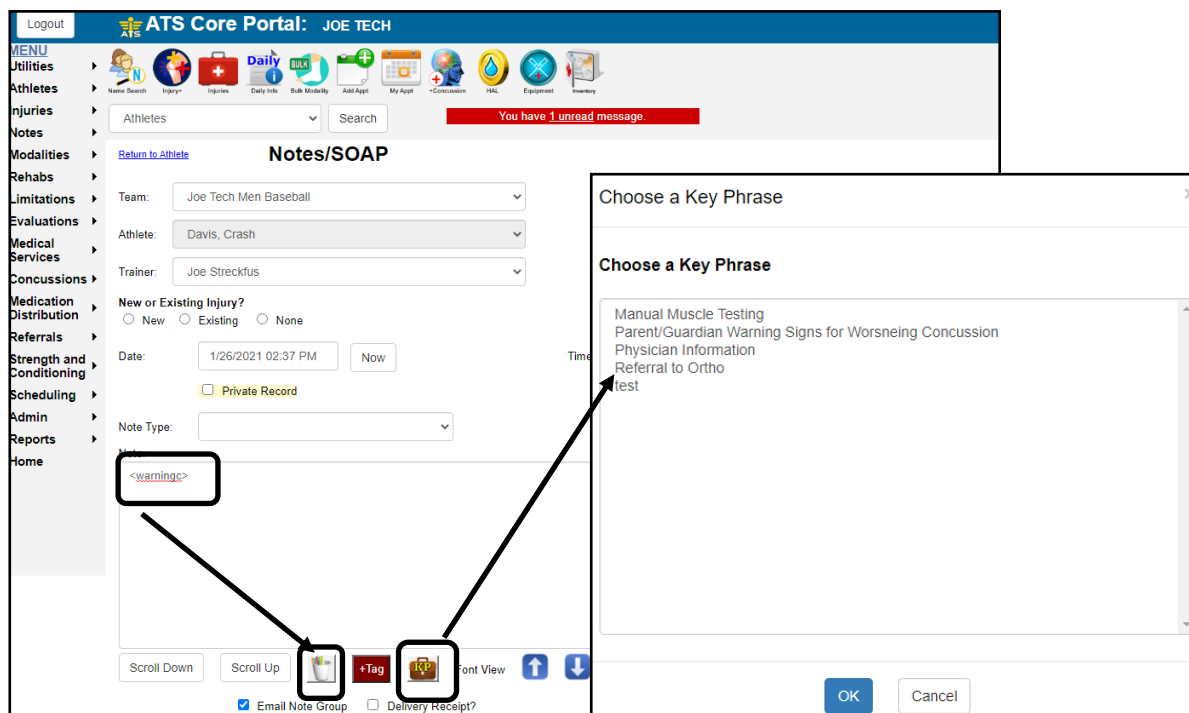
Mrs Bevans will contact me tomorrow if Connor is unable to report to the ATR tomorrow. |

Actions: Next Prev New Save Remove Email Group Print Note Print w/ Injury Close

Using Key Phrase in the Staff Portal:

The Key Phrase in the Staff Portal, works similar to the way it does in the Desktop.

You can either enter your key phrase with `<>`, or select it from the KP icon and the list will populate to be selected.



*** The key phrase lists, both master and user lists are only editable/customizable from the Desktop module. They are not available to be changed form the Staff Portal.

Key Phrase from Staff Phone:

