

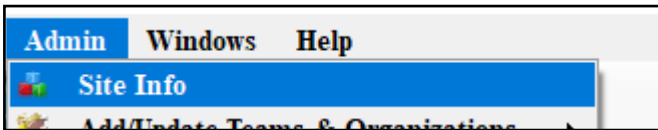
ATS— Commercial Travelers Insurance Interface

The interface with Commercial Travelers was included in ATS so submissions could be streamlined. This document shows you how to configure ATS for these submissions and what is stored in ATS after the submission is complete.

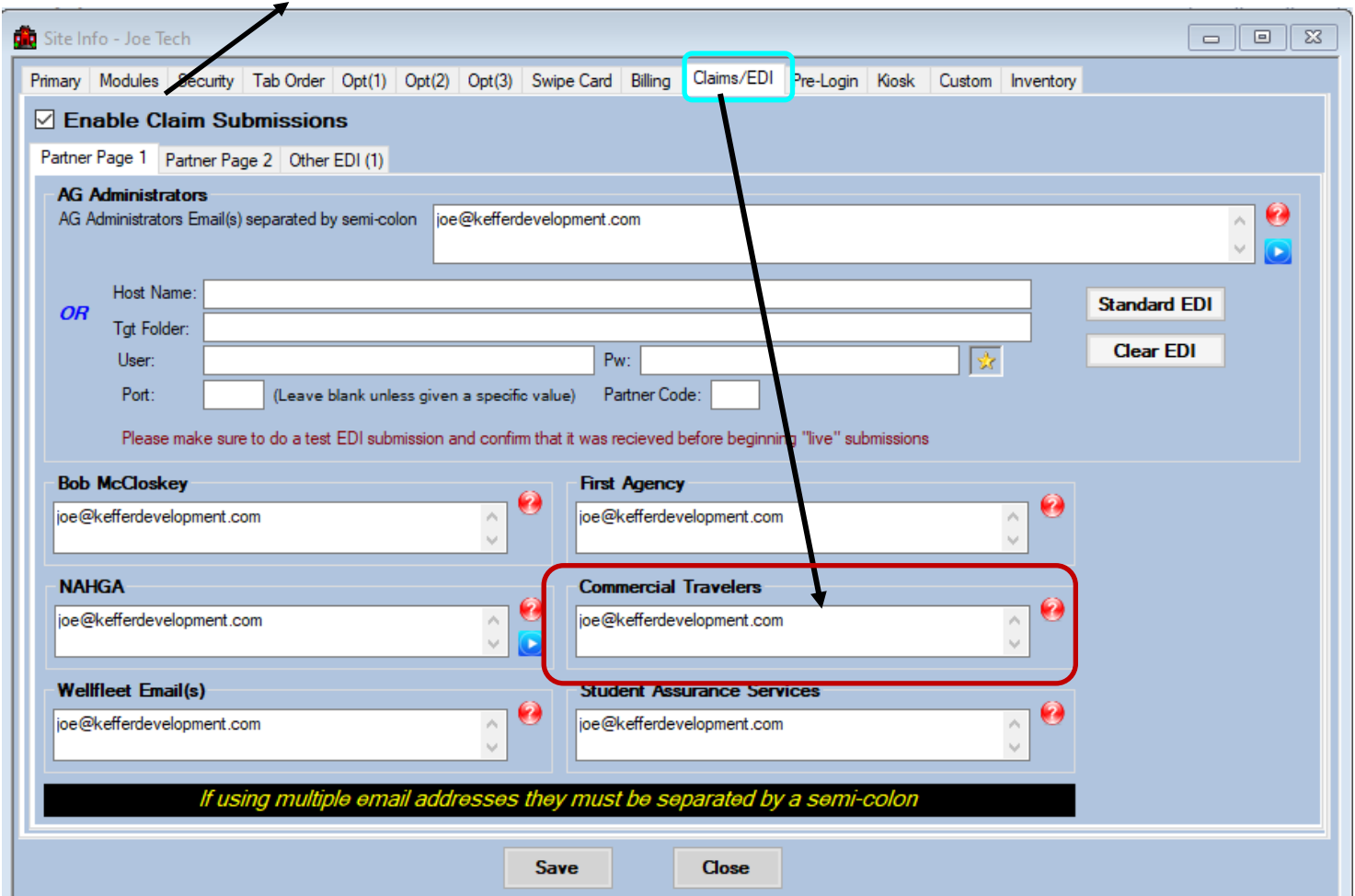
**** Make sure you mark the “primary” insurance company on the athlete info; “Payor #” = 1. This can be done manually or when the athlete is doing their registration in the portal.**

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. To get the email address for Commercial Travelers, you need to claim handler where the claim should be sent.



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

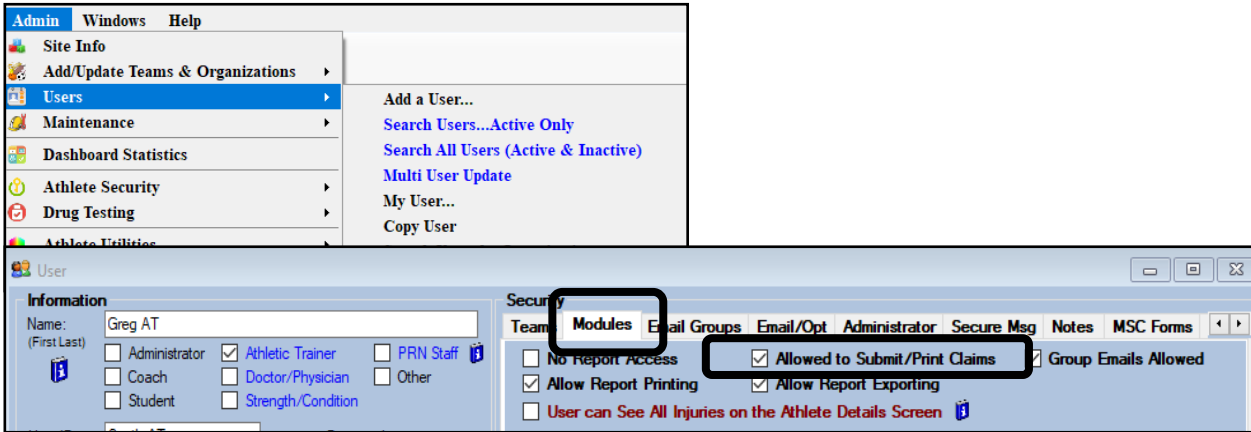


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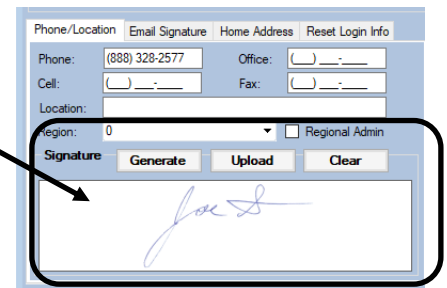
User Profile:

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.

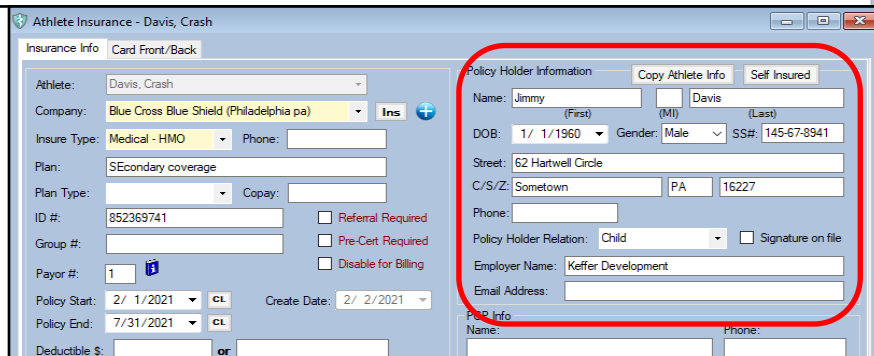
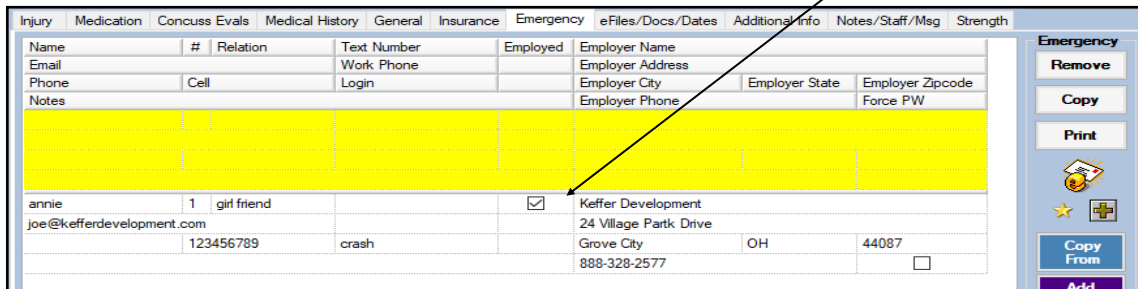


Also while in the user profile, ensure that there is a signature assigned for the user. The users signature will be automatically placed on the claim form. You can generate an automated signature or upload your own from an image file.



Insurance Specific Information:

In addition to the insurance information, as well as the policy holder information being completed, please indicate on the emergency contact screen the employed status and employer.



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Prior to submitting a claim, you will need to create the injury, complete the Injury Desc/How box on the injury screen, and complete any modalities, or rehabs done.

Complete the injury screen, and add your notes as normal. Be sure to also keep track of all modalities, rehab activity and enter your notes, the Wellfleet claim will generate totals on the claim.

The screenshot shows the 'Injury - Davis, Crash' form. The 'General Injury Info' tab is active, showing 'Name: Davis, Crash' and 'Status: Current'. The 'Body Part' is 'Hip/Groin' and 'Injured' is '3/28/2022'. The 'Injury Desc/How' tab is also visible, showing '1: Hip Impingement'. Below the form is a table of modalities:

Date	Injury	Modalities	Time	Note(s)
4/13/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/12/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/11/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/10/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/9/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/8/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/7/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/6/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/5/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/4/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		

Add the Injury Description/how note.

The screenshot shows the 'Injury - Davis, Crash' form with the 'Injury Desc/How' tab selected. A text input field is present with the instruction: 'Be sure to enter a brief injury note to describe what happened, this goes on the injury report.' The 'Injury Desc/How' tab label is highlighted with a black box.

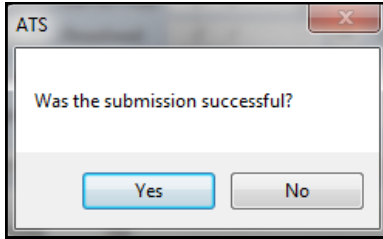
To submit a claim, select "Commercial Travelers" from the "Claim For" list, then click the "Claim" button. Clicking this button sends an email to Commercial Travelers and adds an electronic document to the injury information.

The screenshot shows the 'Claim for...' dropdown menu. The selected option is 'Commercial Travelers'. Other options visible include 'Claim', '3/28/2022', and 'Email Group'.

The screenshot shows a dialog box with the text: 'Encrypt the PDF document for submission? Note: This file will not be encrypted in the athlete's file.' There are 'Yes' and 'No' buttons at the bottom.

As part of the submission process you will be asked if you want to encrypt the submission with a password. We STRONGLY recommend using a password and coordinating this with your contact.

ATS— Commercial Travelers Insurance Interface



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

Injury - Davis, Crash

General Injury Info Injury Desc/How Athlete Name: Davis, Crash Status: Current

Body Part: Hip/Groin Injured: 3/28/2022 Reported: 3/28/2022 Rtn to Play: / / CL Days: 0 Resolution: / / CL Days: ###

Inj/ill 1: Hip Impingement 2: 3: No Filter

Side: Right MOI: SMOI: Severity: Happened during: Playing Surface: Event Type/Name: Athletic Trainer: Joe Streckfus Team: Joe Tech Men Baseball

Reinjury? Follow-Up Mark for review EMS Required Season Ending Bypass NCAA/HS?

Do NOT bill for this injury Private Record Card View

Date	Injury	Modalities	Time	Note(s)
4/13/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/12/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/11/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/10/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/9/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/8/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/7/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/6/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/5/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		
4/4/2022 12:00:00 AM	Hip Impingement - Right - Hip/G...	Ice		

Record: 1 Of 17

Actions: Show All

Claim 3/28/2022 Email Group New Save

for... Commercial Travelers Search Close

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.

Injury - Davis, Crash

General Injury Info Injury Desc/How Athlete Name: Davis, Crash Status: Current

Body Part: Hip/Groin Injured: 3/28/2022 Reported: 3/28/2022 Rtn to Play: / / CL Days: 0 Resolution: / / CL Days: ###

Inj/ill 1: Hip Impingement 2: 3: No Filter

Side: Right MOI: SMOI: Severity: Happened during: Playing Surface: Event Type/Name: Athletic Trainer: Joe Streckfus Team: Joe Tech Men Baseball

Reinjury? Follow-Up Mark for review EMS Required Season Ending Bypass NCAA/HS?

Do NOT bill for this injury Private Record Card View

Payments Invoice Tracking FM Evals Cost Log Covid-19

Modality Medication Rehab Limitation Service Concuss Evals Referral Notes/Staff/Msg Notes/More Evaluations eFiles Strength NCAA/HS Claims

Date	Doc Type	Description
- Yr: 2022		
3/28/2022	0	Commercial Travelers Sent

Record: 1 Of 1

Actions: Show All

Claim 3/28/2022 Email Group New Save

for... Commercial Travelers Search Close

New Remove Details View Print List

Note
Full-size example on next page

ATS— Commercial Travelers Insurance Interface

Plan Administered by:

COMMERCIAL TRAVELERS
LIFE INSURANCE COMPANY

70 GENESEE STREET
UTICA, NEW YORK 13502

Student Accident Report

For Tollfree Policyholder Service 1-800-756-3702 * Utica area 315-797-5200
Underwritten by: NATIONAL GUARDIAN LIFE INSURANCE COMPANY

School Report:

Name of College or University: Joe Tech

Name of Student: Davis, Crash

Gender: PND

College Address: 62 Hartwell Circle

Sometown, PA 16227

Home Address: 24 Village Park Drive

Grove City PA 16127

Date of Birth: 01/14/1998

Email Address: joe@kefferdevelopment.com

Cell Phone No: +34 655978569

Student's SS#: 112345678

Student's ID No: 74741

Circumstance:

Accident Date: 03/28/2022

Nature of - Details of What Happened:

Be sure to enter a brief injury note to describe what happened, this goes on the injury claim.

Body Part Injured: Hip/Groin

Left/Right: Right

Type of Injury: Hip Impingement

Name of Sport: Joe Tech Men Baseball

Name of School Official or Coach Supervising activity: Joe Streckfus

INSURANCE INFORMATION

Does the claimant have primary insurance? Yes

Insurance Company Name & Address Blue Cross Blue Shield

Philadelphia pa 74125

Policy Number

ID# 852369741

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information is complete and correct as given herein .

Any person who includes any false or misleading information on an application or statement of claim for an insurance policy is subject to criminal and civil penalties.

Signature of College Official/Title



Date Signed: 03/28/2022

TREATMENTS

Modalities: 17

Rehabs: 16

Notes: