

# ATS: Adding a Note/SOAP Note in the Staff Portal

You can add a new note/SOAP note in several ways using the Staff Portal. You can select the note tab from within an injury profile or athlete profile. You can select the note tab when using the Daily Information Screen. You can also choose add a new note/SOAP note from the menu. To add a new note from the menu choose Notes—> Add a New Note/SOAP Note. Choose the avenue to enter notes that suits your needs.



**Injuries** ▶ Add New Injury

**Notes** ▶ Quick Injury Entry

**Modalities** ▶ Injury+ Entry

**Rehabs** ▶ Search For Injury

**Limitations** ▶ FM Evaluations ▶

**Limitations** ▶ Staff Forms ▶

**Injuries** ▶ Athletes

**Notes** ▶ Add New Note/SOAP Note

**Modalities** ▶ Search For Note/SOAP Note

**Athlete** - Davis, Crash dinger

Athlete	Teams	Addr.	Other	Comments	Addit. Info	Acad. Eligibility	Med Hist.*	Injury*	Modality*	Meds*	
Rehab*	Limit*	Service*	<b>Notes/Staff/Msg*</b>	Concuss*	Ref*	Insure*	Emer*	eFiles*	FM Evals	Strength*	Comments*

Notes/SOAP\*   Staff Forms\*   Secure Messages\*

Note Date	Note Type	Comment
08/10/2021	SOAP Note	S: O: Bow Palpation Soft palpation AROM
04/23/2021	Daily Note	
04/15/2021	SOAP Note	
04/14/2021	SOAP Note	

**Injury** - 8/31/2021 - Davis, Crash dinger - Anterior Tibiofibular Syndesmosis (High Ankle) SprainPartial Complete Left Ankle

General Info	Injury Desc/How	Contacts	Billing	Modality	Meds	Rehab	Limit	Service	<b>Notes/Staff Forms</b>	Evaluations
Concussion	Referral	eFiles	FM Evals	Notes	COVID-19	Email	NCAA/HS*			

Notes/SOAP   Staff Forms

**Daily Information Entry**

Entries for

Date: 9/8/2021 01:31 PM

Athletic Trainer: Joe Streckfus

Injured Athletes to Load  Include Default Injuries

Filter: All Injured

**Athletes**

Scroll Down   Scroll Up

	N	M	R	L	D	S	T	E	F
Balboa, Rocky									
Bateman, Daniel									
Billingsley, Don									
Campbell, Julius									
Clark, Billy									
Davis, Crash dinger									
Falco, Shane									
Franklin, Clifford									
LaLoosh, Nuke									
Palledorous, Michael									
Porter, Hamilton									
Ruth, Baby									
Smalls, Scotty									
Streckfus, Joe									

**Actions**

**Injury**

Notes   Modality   Rehab   Limitation   Med Dist

Med Service   Strength   Equipment   Referral

Date: 9/8/2021   Type:   Time Spent:

Note: Scroll Down   Scroll Up  

Team:    Email Note Group?    Delivery Receipt?

## ATS: Adding a Note/SOAP Note in the Staff Portal

When adding a new note from the Injury or Athlete profile you will select the note tab. From either screen mentioned before, click the add to enter a new note, edit will allow you to change previously entered, copy allows you to copy the note.

The screenshot shows the 'Athlete' profile for Davis, Crash dinger. The 'Notes/Staff/Msg\*' menu item is highlighted in a blue box. Below it, the 'Add', 'Edit', 'Copy', and 'Delete' buttons are also highlighted in blue boxes. The table below shows a list of notes:

Note Date	Note Type	Comment
08/10/2021	SOAP Note	S: O: Bony Palpation Soft palpation AROM
04/23/2021	Daily Note	Medical History/Athletic Trainer Evaluation: Reviewed Hi
04/15/2021	SOAP Note	Enter your detailed notes as you normally would. Do take extra attention t
04/14/2021	SOAP Note	Enter your detailed notes as you normally would. Do take extra attention t

Once you have selected the Add button for a new note the screen below will show up.

*\* Please note that if you selected from the Notes menu and not from an injury/athlete you will have to fill in the Team and Athlete area as well \*.*

Here you can select the type of note you wish to document, time spent, mark it private if necessary, utilize note tags and key phrases, as well as email the note if needed.

The screenshot shows the 'Notes/SOAP' form. The 'New or Existing Injury?' section is annotated with text: "Allows you to tie the note to a new or existing injury, if you did not go through the injury screen to enter your note." The 'Email Note Group' checkbox is annotated with text: "If you are using auto-email notifications, you can uncheck the box if you do not want that note to be sent." The 'Save' button is annotated with text: "As always, save your entry. You will get a notification at the top of the page that the note has been saved. It will also include information about email groups if this feature is being used."

Allows you to tie the note to a new or existing injury, if you did not go through the injury screen to enter your note.

If you are using auto-email notifications, you can uncheck the box if you do not want that note to be sent.

As always, save your entry. You will get a notification at the top of the page that the note has been saved. It will also include information about email groups if this feature is being used.

Your note has been saved. The group email notice was sent.

When adding a new note using the Daily Information screen make sure you select your athlete first, and which injury you are documenting for. As always, save after you enter your notes, before moving to the next athlete.

**Daily Information Entry**

Entries for: Date: 9/8/2021 01:44 PM, Athletic Trainer: Joe Streckfus

Injured Athletes to Load: Filter: All Injured, Load Records

Athletes: Balboa, Rocky; Bateman, Daniel; Billingsley, Don; Campbell, Julius; Clark, Billy; **Davis, Crash dinger**; Falco, Shane; Franklin, Clifford; LaLoosh, Nuke; Palledorous, Michael; Porter, Hamilton; Ruth, Baby; Smalls, Scotty; Strankfus, Ina

Injury: 09/08/2021 - Anterior Tibiofibular Syn, Load Info, + Def Injury

Notes: Modality, Rehab, Limitation, Med Dist, Med Service, Strength, Equipment, Referral

Date: 9/8/2021, Type: SOAP Note, Time Spent: [ ]

Note: Scroll Down, Scroll Up, +Tag, [ ]

S: [ANAME]

O: Bony Palpation, Soft palpation

Team: [ ]

Email Note Group?  Delivery Receipt?

Record other notes for associated tabs also through Daily Info Screen. For further details on the Daily Information screen please see [The Daily Information Screen Staff Portal](#) help doc.

Reminder, if you do not want to email the group to uncheck it before saving the note.