

ATS: Utilizing the Private Record Feature

Just because we are athletic trainers, doesn't mean we are exempt from sensitive information that your athlete may not want coaches or others to know. ATS offers you a level of security and privacy by allowing you to mark certain entries as a Private Record. These areas include Injuries, Medical Services, Medicine Distribution, Referrals, Notes and Efiles. By making the record private, this entry will not be visible to any user that does not have private info enable and this entry/record will also not show up on reports.

The image consists of two screenshots from the ATS software interface. The left screenshot shows the 'Site Info - Joe Tech' window with the 'Opt(1)' tab selected. The 'Information: Privacy Settings' section is circled, showing 'Allow Privacy Settings' and 'Allow Secure Messaging' checked. The right screenshot shows the 'User' profile for 'Joe Streckfus'. The 'See/set private info' and 'Use secure messages' checkboxes are circled and checked. A red text box indicates 'Force password change on next login'.

To begin using the Private Record capabilities you must turn the function on within Site Info, go the Admin tab—> Site Info—> Opt (1) tab.

You must also enable the feature for the users who should be allowed to create and view private records. This can be done in their user profile, there is not a bulk way to check this off. To set private records go to admin—> Users—> then either Search user to find the employee or My User if you are the admin and turning it on for yourself. Make sure See/Set Private info is checked off to enable.

Injuries:

The screenshot shows a software interface for managing injuries. At the top, the window title is "Injury - Adidas, Sally". The main form is divided into several sections:

- General Injury Info:** Includes fields for "Name" (Adidas, Sally), "Status" (Current), "Injured" date (02/26/19), "Reported" date (02/26/19), "Rtn to Play" (/ /), "Resolved" (/ /), "Days" (0), "Reinjury?" (checkbox), "Follow-Up" (checkbox), "Mark for review" (checkbox), "EMS Required" (checkbox), and "Season Ending" (checkbox).
- Body Part:** A dropdown menu.
- Inj/Ill:** Three numbered dropdown menus.
- Side:** A dropdown menu.
- MOI:** A dropdown menu.
- SMOI:** A dropdown menu.
- Severity:** A dropdown menu.
- Happened during:** A dropdown menu.
- Playing Surface:** A dropdown menu.
- Event Type/Name:** A dropdown menu.
- Athletic Trainer:** Ashley Sham.
- Team:** A dropdown menu.
- Ins Status:** A dropdown menu.
- Surgery Required?** A checkbox with "on" and "off" options.
- Bypass NCAA/HS?** A checkbox.

Below the main form, there are tabs for "Invoice Tracking" and "FM Evals". A "Private Record" checkbox is circled in red. Below this are tabs for "Modality", "Rehab", "Limitation", "Service", "Notes/SOAP Notes", "Concuss Evals", "Referral", "Evaluations", "Notes/More", "eFiles", "Staff Foms", "Strength", and "NCAA/HS".

The main data area is a table with columns: "Date", "Injury", "Modalities", "Time", "Note(s)", and "Modalities". The table is currently empty. To the right of the table are buttons: "New", "Copy", "Copy+", "Copy to...", "Remove", "Details", "Print", and "Card View".

At the bottom, there is an "Actions" section with a "Show All" checkbox, a "Claim" button, a "DJO Submit" button, a "New" button, a "Save" button, a "Claim for..." dropdown, an "Email Group" button, a "Search" button, and a "Close" button.

An injury entry can be made Private this means the injury will not show up in the athlete's injury profile if you do not have access to Private Information. This injury will also not show up on injury reports to prevent it from being seen by someone who should not.

Medical Services:

You can make medical services records private as well. This will prevent the entry from showing up in the athlete's profile to people who do not have the see private info ability enabled. This will also keep the record from being printed on reports.

The screenshot shows a web application window titled "Medical Service - Bevens, Connor". The form includes fields for Name (Bevens, Connor), Athletic Trainer (Ashley Sham), Injury or "Other" Reason (10/08/2018 - Concussion - N/A - Head/Face), Body Part (Head/Face), Side (N/A), Other Reason, Sport/Event (Ashley U - South Men Mens Soccer), Service Date, and Provider. A "Private Record" checkbox is circled in red. The "Actions" panel on the right contains buttons for Search, New, Save, Remove, and Close. Below the form is a table with columns for Service, Performed By, Cost, and Comment, and a "Pick" button. At the bottom, there are buttons for Remove Item, Copy, and Print List.

Medicine Distribution:

The screenshot shows a web application window titled "Medication - Blindsides, Joe". The form includes fields for Substance, Lot Number, Quantity, Athletic Trainer (Ashley Sham), Prescribed by, Purpose, Instructions, Dispersed to (Blindsides, Joe), Injury, Location, Entry Date, and Distributed. A "Private Record" checkbox is circled in red. The "Actions" panel at the bottom contains buttons for New, Save, Remove, Search, and Close.

Referrals:

You have the ability to make referrals private as well. Just remember if your referring physician is an ATS user they need to be able to see Private info to be able to see referral.

The screenshot shows a web application window titled "Referral - Black, Jake". The form includes fields for "To:", "Date:" (02/26/19), "Service:", "Attention:", "By...", "Injury:" (08/03/2018 - Concussion - N/A - Head/Face), "Athlete:" (Black, Jake), and "Created By:" (Ashley Sham). A "Private Record" checkbox is located in the top right corner of the form area and is circled in black. Below the form is a "Notes" section with a "Note Type:" dropdown and a large text area. At the bottom, there is an "Actions" bar with buttons for "Search", "New", "Save", "Remove", "Email Provider", "Print", and "Close".

Notes:

Any note can be made private, this will keep it out of the profile for those without access and off of any report.

The screenshot shows a web application window titled "Note - Black, Jake". The form includes fields for "Athlete:" (Black, Jake), "Entered by:" (Ashley Sham), "Time Spent:" (Min), "Injury:" (08/03/2018 - Concussion - N/A - Head/Face), "Note Date:" (02/26/19 2:56:33 PM), and "Note Type:". A "Private Record" checkbox is located in the top right corner of the form area and is circled in black. Below the form is a large text area for the note. At the bottom, there is an "Actions" bar with buttons for "Next", "Prev", "New", "Save", "Remove", "Email Group", "Print Note", "Print w/ Injury", and "Close".

E-Files:

Electronic Quick File Import

Athlete: Black, Jake ... Date: 02/26/19

Injury: 08/03/2018 - Concussion - N/A - Head/Face

Type: [dropdown]

Private Record

Description [text area] Athlete See

Load File

OR drop file here... [file icon]

Actions: [left arrow] [right arrow] Save Remove View Close

You can mark individual efile entries private as well. This will keep them from being shown in the athlete/injury profile to anyone who does not have access to private info. It will also prevent this e-file and its information from being put on reports.