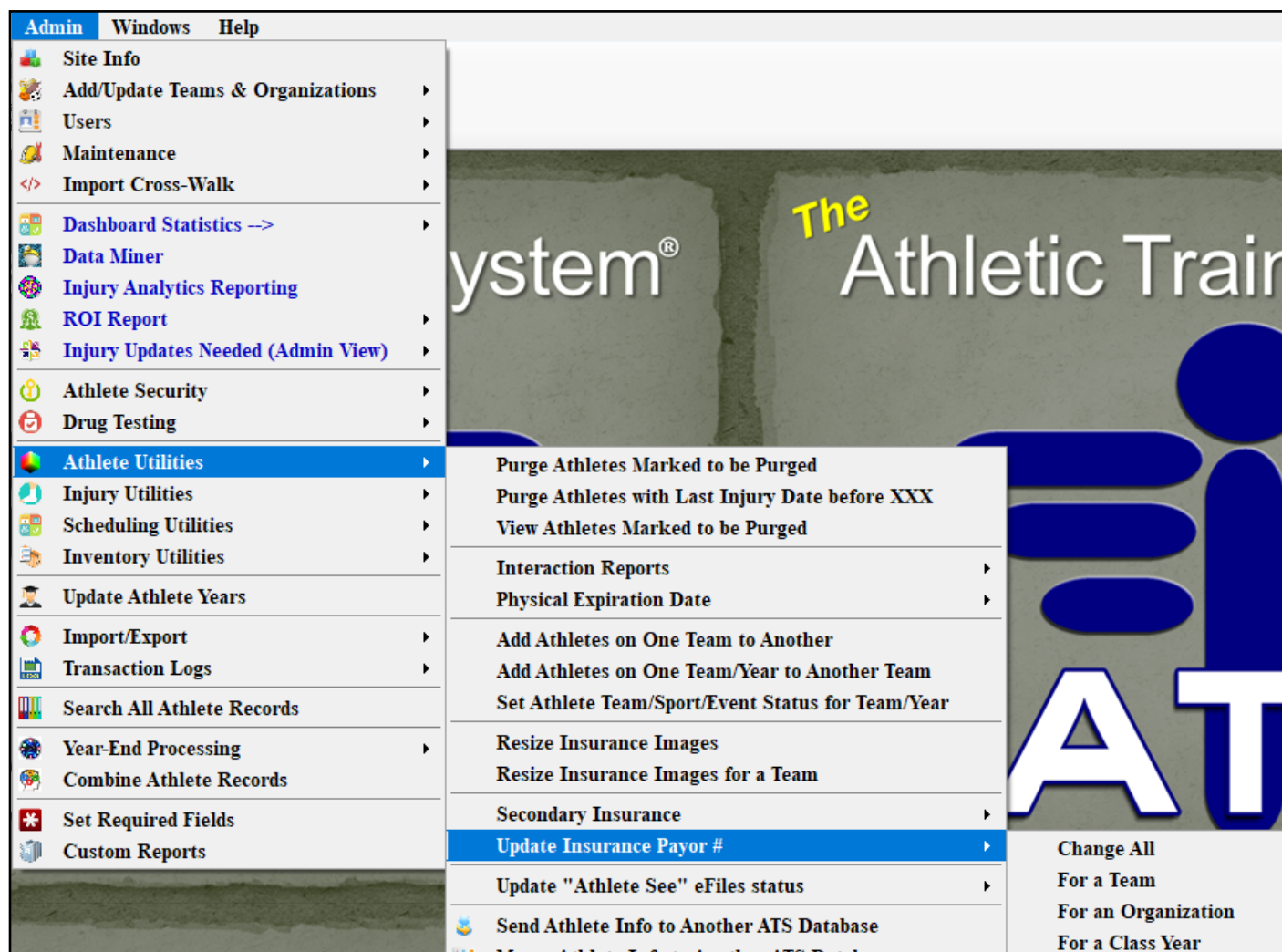


ATS— Archiving Athlete Insurance

Updating Insurance Payor Numbers allows you to archive the athlete insurance from the previous year. This process, will in bulk, move the Payor Number of the insurance from 1 to 99. That will inactivate it on the athlete portal, making them enter all new information. Updating the insurance, preserves the historical record of what insurance the athlete had previously, should any claims or needs for previous insurance arise. See the menu below to access the process. Then choose whom you want to run the 99 process for.



Select the group of athletes you want to process the insurance change for. Change ALL— to affect everyone in the database, for one specific Team. For your organization, or for a specific class year.

You will see a message asking you if you want to continue.

****Please note that once this process is selected it can only be undone with a complete restore of your database. Or manually changing each individual athlete record.***

ATS— Archiving Athlete Insurance

Show Message

This process will change their payor # to 99, locking it for athlete updated, for all active athletes on the chosen team.

NOTE:
* Once completed these changes are not reversible other than doing a complete restore of your database.
A complete restore of your database means you would lose any work done during the day.

Do you want to continue?

This screen will show after you select; all, team, year, organization.
Clicking NO will abort the process and no changes will be made.

After you click yes, if you chose team, year, org. you will then have to choose the corresponding entry to run the process for.

Yes No

After you have chosen the year, team or org to run the process for; you will then be prompted to enter a comment for the changes (for example school year 20__). You will receive a notification when the process is complete. The comment will be with the insurance so there is a comment for historical purpose

ATS

Enter the comment for the insurance changes (e.g. fiscal year, etc.)

OK

Cancel

Update complete.

OK

Company	Type	Pay #	ID No	Group No	Insurance Phone	PCP	PCP Phone
Policy Holder First Name	P...	Policy Holder Last Name		Policy Holder DOB	Policy Holder SSN	Policy Holder Relationship	Policy Sta
Duck Insurance (Eugene OR)	Medical - HMO	99	0001...	01234567890123...	(800) 555-1212	Dr. Jones	111-222-
Francis	K	Anderson		7/4/1960	111332222		2/1/2013