

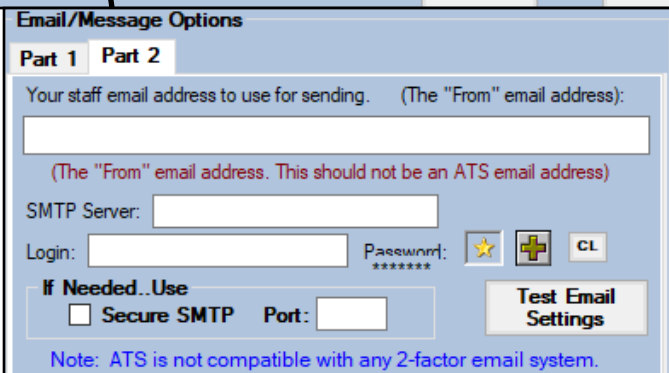
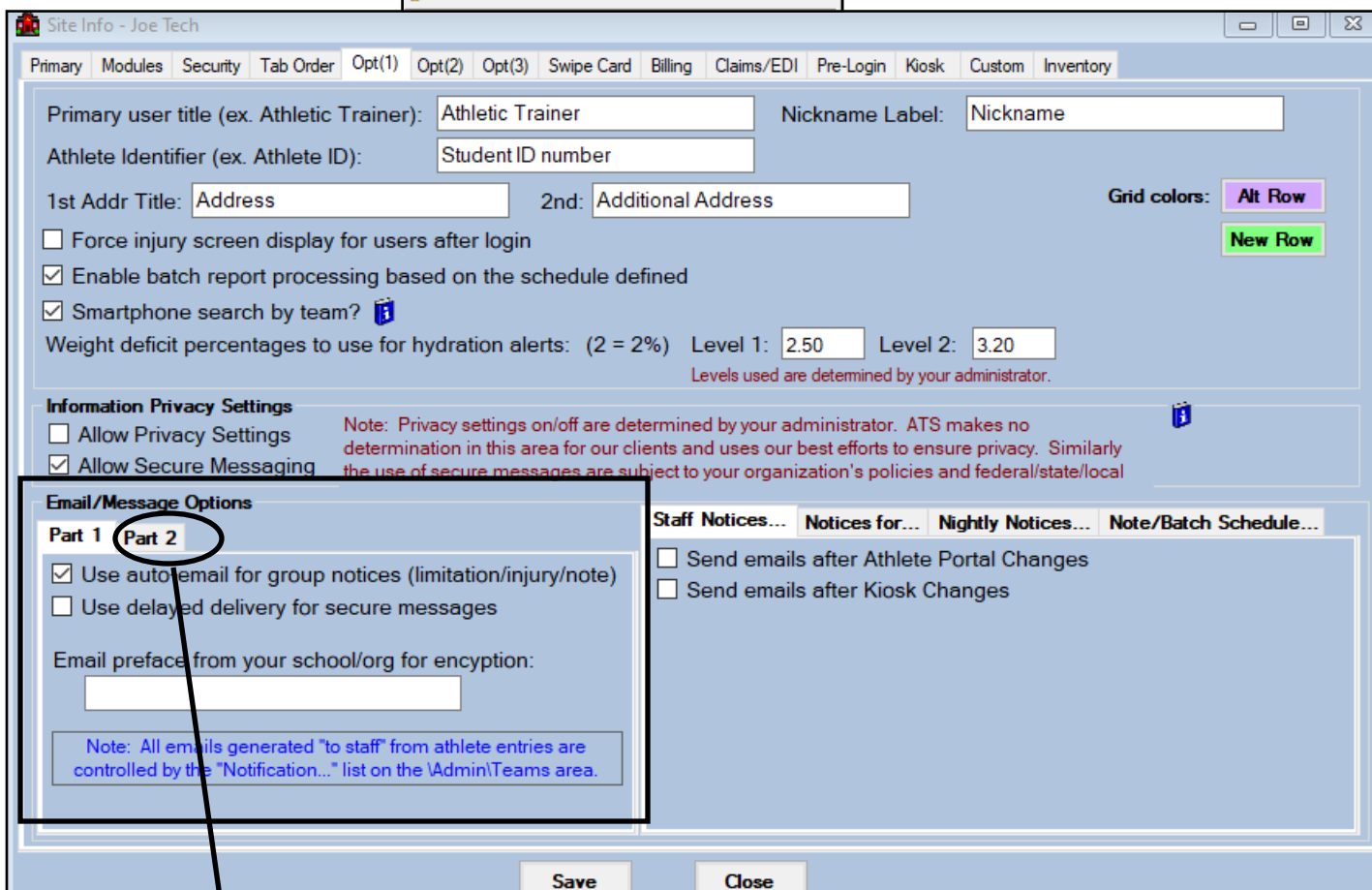
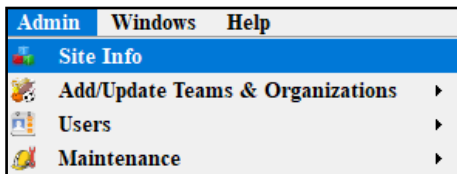
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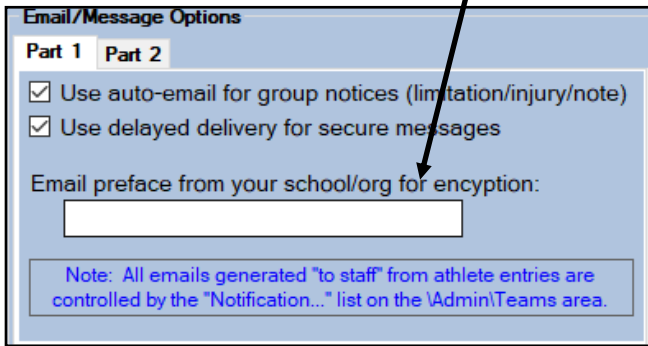
There are a number ways of communicating to staff and athletes within ATS. This doc will go over the basic set up and different communication options available.

ATS does not have its own email system, it is built to utilize the email system of the users. The first step is to give the system a “send” email address. This is the address that will be used for auto notifications and other reminders. To begin you will need to open the Site Info area. Go to Admin—> Site Info—> Opt (1) tab. At a minimum you need to include the email address here, if you use MS outlook. If you utilize Google or other email providers, you will have to configure all of the SMTP information. It is also recommended to configure all of the SMTP information for MS outlook as well.



Enter your Email Address, SMTP Server Information, Login will be your full email address, enter the Password you use to sign into your email account. If it is a secure SMTP server, be sure to check that, and enter the port number. Once save that, be sure to use the Test Email Settings button. That will send a test message, ensuring that the email settings are working correctly.

This tab controls the send email address as well as what notification capabilities will be enabled within your system. If your school or organizations requires an encryption for all communication enter the email preface provided by your school/organization in the space provide. Click on the Part 2 tab and then enter the address you want to use as your "send email" in the space indicated. If you notice that the emails you are trying to send do not go out or are getting blocked you made to fill in the SMTP and log in information found in this area. For Gmail and others it is necessary to configure SMTP, for Outlook it is strong encouraged to complete. It does facilitate correct information being sent.



You may need to obtain the information from your IT Department. If you have configured the SMTP information in the Desktop and you are having issues sending emails, it is recommended to go to the Staff Portal and verify the information here. We have provided a way to test the settings and make sure they work, off of your schools network. If you get the email, from here and not from the desktop module, that narrows it down to an IT communication issue, as to why the Desktop emails do not work properly.

SMTP Server Settings

✔ A verification code was sent to your work email address. To save your SMTP Server Settings, enter the verification code which you received in the email and then click "Save Settings" ✕

The SMTP Server Settings allow you to use your own mail server to send emails from the ATS websites and from the batch processes. The settings involve technical information which you may need to get from your IT support. The emails still originate from the ATS server whose ip is 67.221.0.203. To pass spf, your IT support can add "include:porthos.atsusers.com" to your SMTP server's spf record. This tells other email servers that it is expected when emails are sent from ip 67.221.0.203, the ATS server.

To ensure that your SMTP Server Settings are correct, there is a verification process which needs to occur before any setting changes will be saved. Since emails are very important in various ATS communications, it is essential that the settings work.


To save your settings, enter the verification code which was sent to your email address. Then click "Save Settings". If you need to resend the test email with a new verification code, click "Send New Code". If you need to modify the settings before saving them, click "Cancel Save".

Verification Code

To save your settings, enter the verification code which was sent to your email address. Then click "Save Settings". If you need to resend the test email with a new verification code, click "Send New Code". If you need to modify the settings before saving them, click "Cancel Save".

Verification Code

Wed 3/10/2021 1:45 PM

 joe@kefferdevelopment.com

Test of SMTP email setting for use in ATS

To joe@kefferdevelopment.com

This is a test of your SMTP Server Settings for use in the ATS websites and batch processes.

Your verification code, which you will need to save your settings, is 834156.

SMTP Server Settings

✔ Your SMTP Email Settings have been changed. ✕

After you ensure the communications worked, entering the verification code will copy the information into the Desktop, Site Info area.

To enable auto notifications check the fields you wish. **STAFF NOTICES**—allows you to get emails sent after changes made. **NOTICES For**— are auto-emails sent after one of the corresponding notes are entered and saved. **NIGHTLY NOTICES**— allows you to send appointment reminders to patients/athletes, staff, or coaches either email or texts. **NOTE/BATCH SCHEDULE**— allows you to control certain features of batch/note scheduling.

Staff Notices **Enable notices for...** **Nightly notices for...**

- Send emails after Athlete Portal Changes
- Send emails after Kiosk Changes

Staff Notices **Enable notices for...** **Nightly notices for...**

- Enable injury Auto-email
- Enable limitation Auto-email
- Enable note Auto-email
- Enable referral Auto-email
- Enable eFile Auto-email
- Enable rehab Auto-email
- Enable modality Auto-email
- Enable strength Auto-email

Staff Notices... **Notices for...** **Nightly Notices...** **Note/Batch Schedule...**

- Athlete - email reminder
- Athlete - text reminder
- Staff - email reminder
- Staff - text reminder
- Coach - email reminder
- Coach - text reminder

Check the box for the applicable nightly appointment notice

Staff Notices... **Notices for...** **Nightly Notices...** **Note/Batch Schedule...**

Batch Appointment Reminder Days:

Sun Mon Tue Wed Thu Fri Sat

Batch Confirm to: 0

Batch Notes Process Days:

Sun Mon Tue Wed Thu Fri Sat

Batch Confirm to: joe@kefferdevelopment.com

School Registration Schedule/Info:

Sun Mon Tue Wed Thu Fri Sat

Batch Confirm to: 0

More for the Note/Batch Schedule follows.

The Note/ Batch Schedule tab allows you to configure your own batch reminders to be processed.

You can set the appointment reminders, the note process days (this is for specific note sending configuration), or select the days (if you are an rSchool Today client) is processed.

The Batch confirm to is an email address that a confirmation email will come to stating that the process was completed and how many records were sent.

With the most recent update (11.0.0.9) we have added the ability to send a note notification after it is completed. Specific to the COVID situation, and notification of emergency contacts, and basic contact tracing. This is not limited to COVID though, this can send any note, or template that you define, to the emergency contact, if you choose. This will be sent with the regular batch notifications (early AM). You are also able to force send it with the Email Now button. Doing that you will see the Email Sent becomes filled in with the date and time. This will also be logged in the E-files tab of the athlete profile.

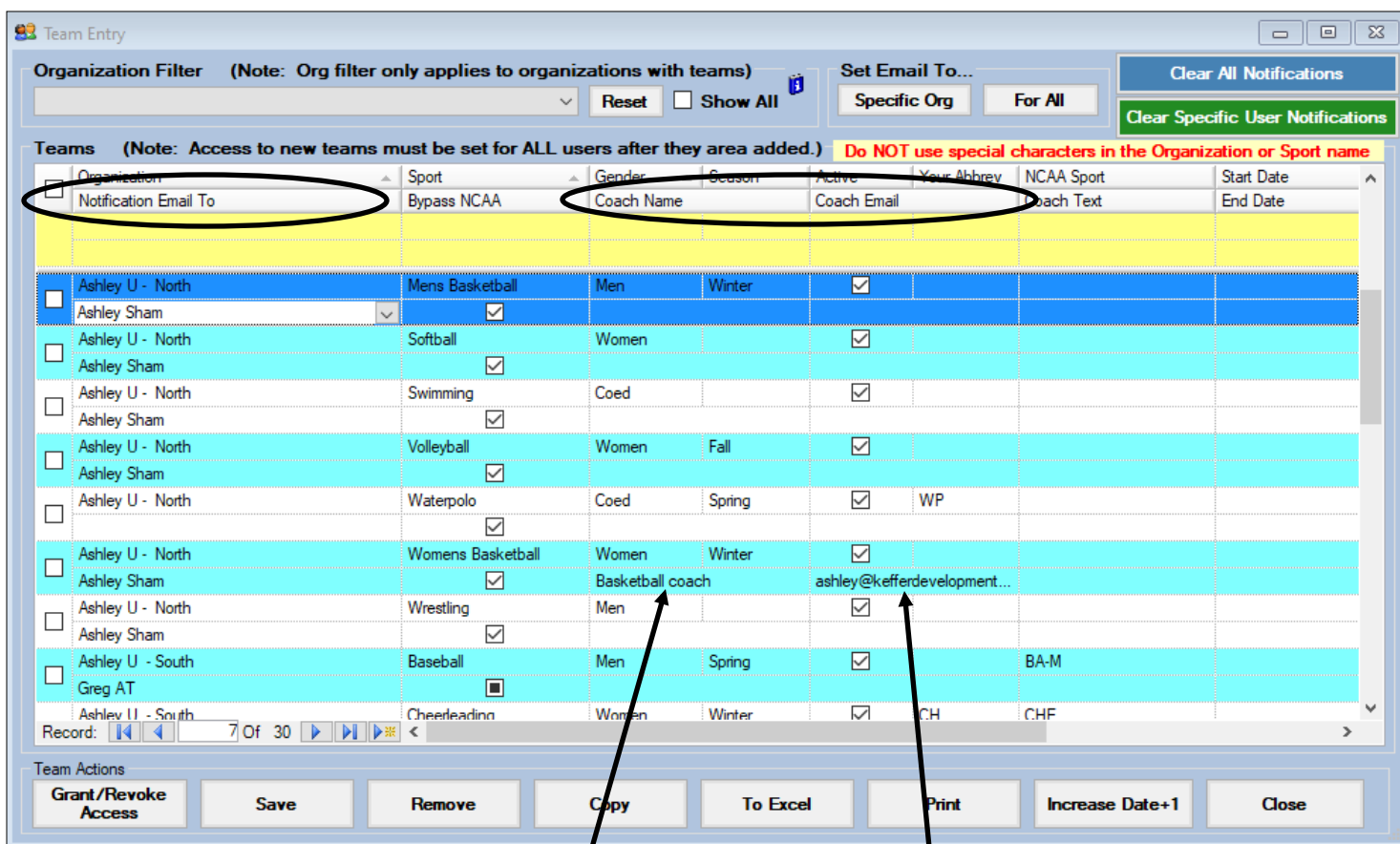
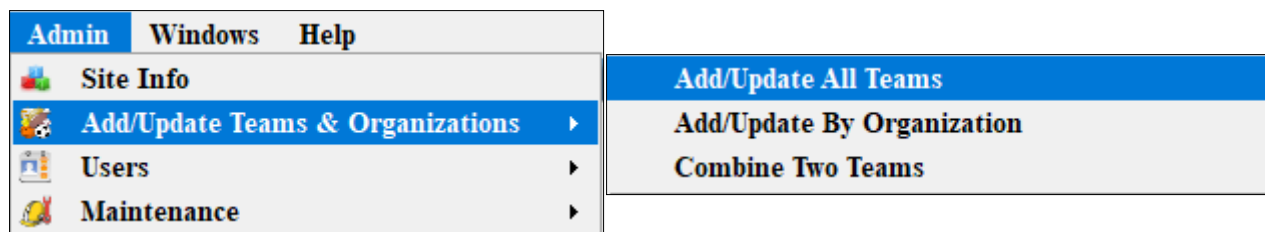
To utilize with COVID notification, please create a note template, specific to your institution, to standardize your notification.

******KDS/ATS takes no legal responsibility for the dissemination of protected health information. Seek guidance from legal council, prior to communicating or emailing PHI.******

To enable the Note send (batch) function, go to ADMIN—>Users—>Search Users—> decide your preferred way of searching. This is USER specific, only grant access to those you would like to be able to edit, or make these changes. Or send PHI in an open email.

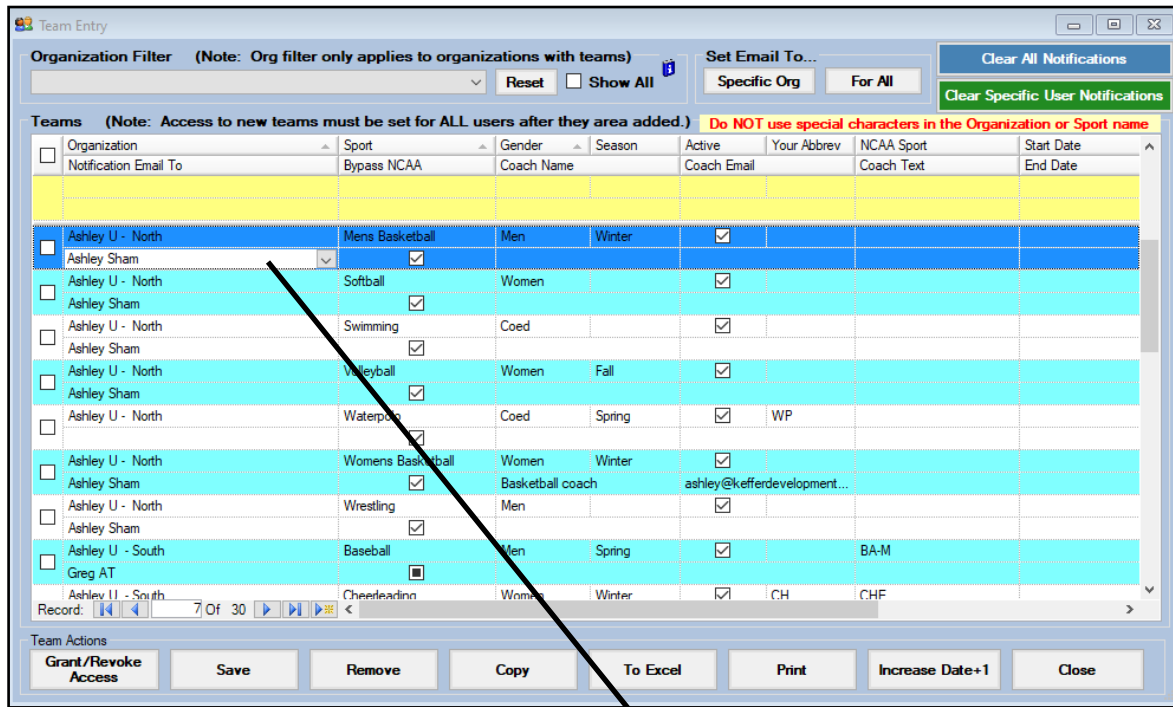
Module	Access
Announcements	Read-Write
Athlete Forms	Read-Write
Athlete Screen	Read-Write
Athlete Screening	Read-Write
Concussion	Read-Write
Distribute Medication	Read-Write
Documents	Read-Write
Emergency Contacts	Read-Write
Evaluations	Read-Write
Evaluations - Additional Findings	Read-Write
Evaluations - Evaluations	Read-Write
Evaluations - Girth	Read-Write
Evaluations - Medical History	Read-Write
Evaluations - Objective	Read-Write
Evaluations - Pain	Read-Write
Evaluations - Physician Notes	Read-Write
Evaluations - Special Tests	Read-Write
Functional Movement Evaluations	Read-Write

The next area that we must visit is the Teams area. Go to Admin—> Add/Update Teams & Organizations —> Add/Update All Teams. In this area we will be deciding who gets the auto notification emails for each team.

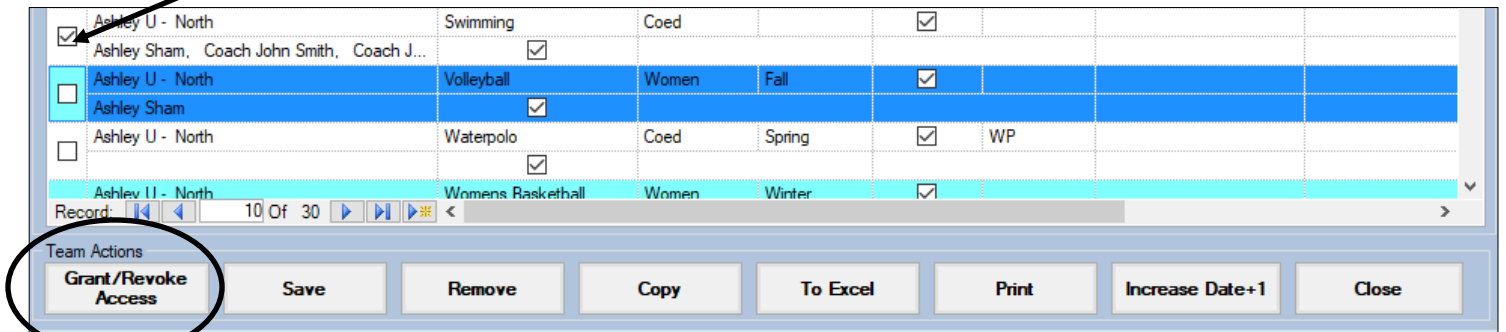
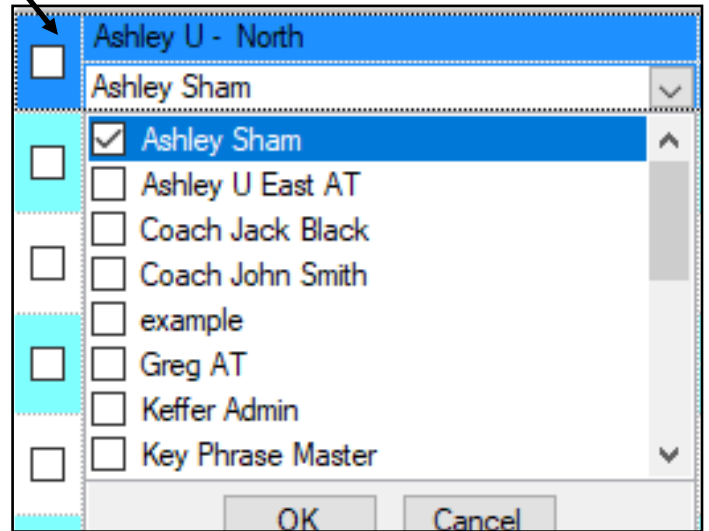


Originally tied to the batch reports, with the update in January of 2021, batch reports function separately from this area.

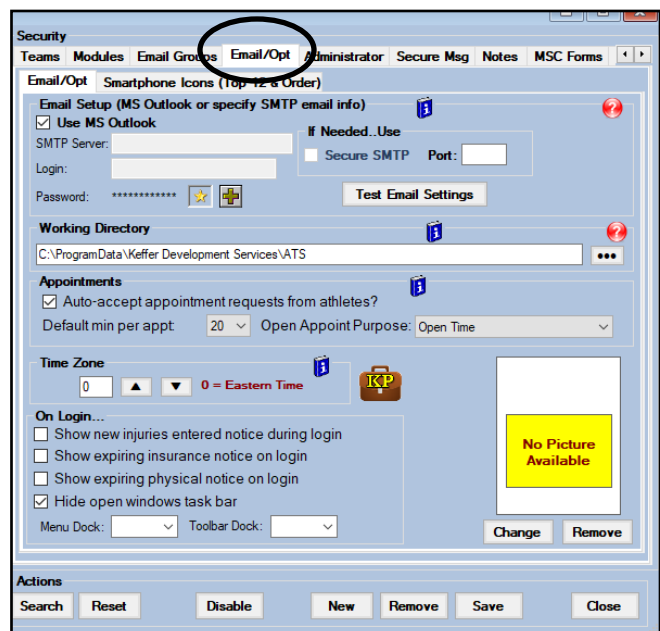
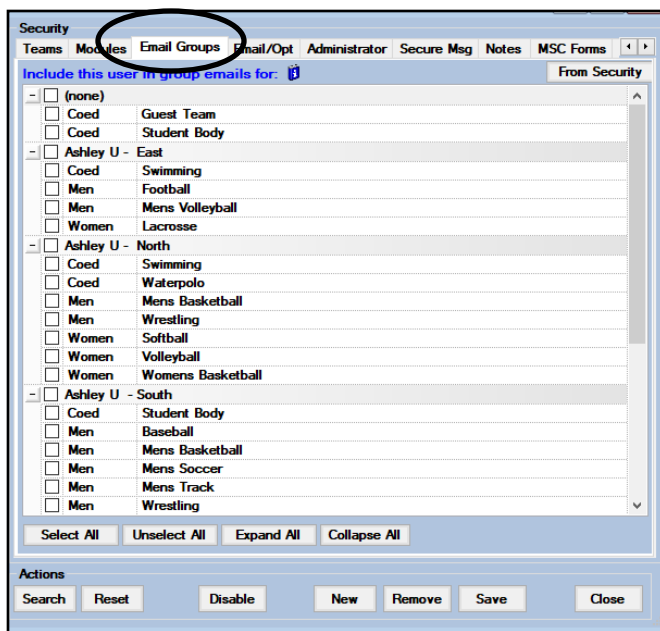
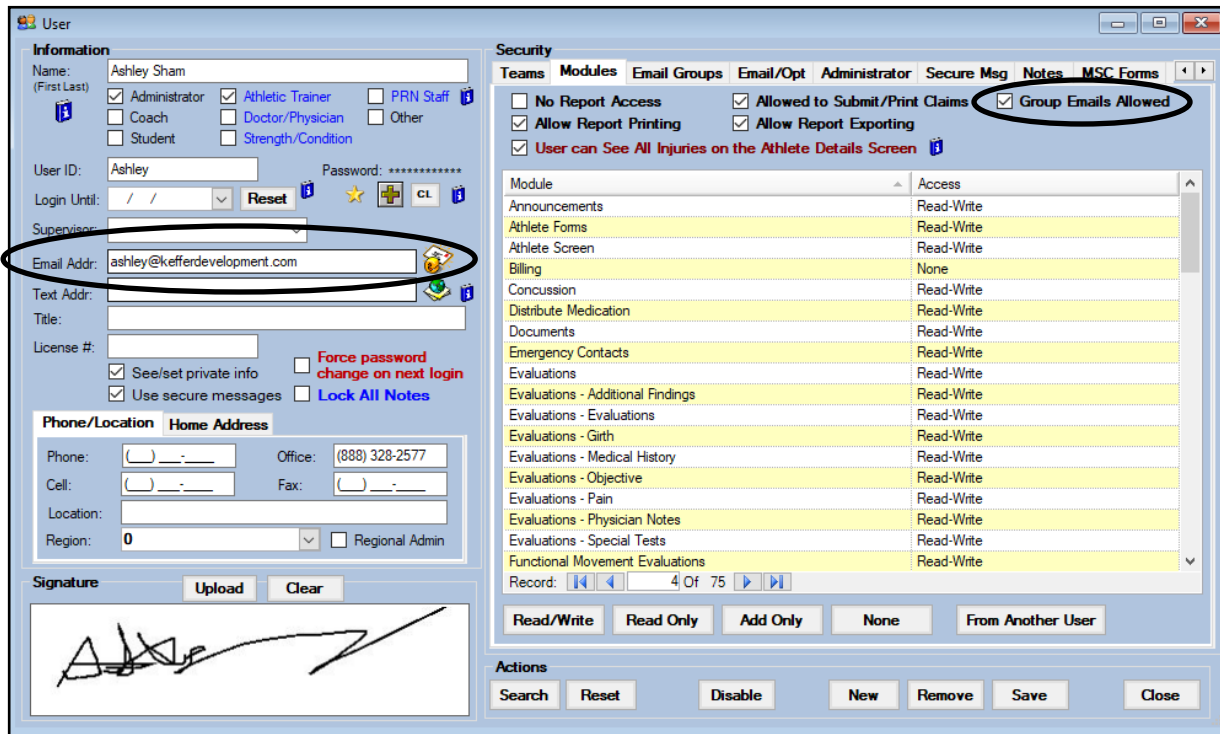
The emails/text message options here will still function to send appointment reminders to the coach.



To decide who will get the notification emails for each team (flagged COVID, form completion or others such as that), click in the Notification area for each team. This will turn into a drop down box with a list of all available users (both staff and coaches). Check off the users that should receive notifications for this team and click OK. If you do not see your desired users click [staff](#) or [coaches](#) for more information about adding desired users. Once you have made your choices select the teams you just made adjustments to and click the Grant/Revoke Access button. Be sure to save your changes.



Each user must have their email address entered into area indicated in their user profile. If you are going to be using the Email Group Notices be sure to allow this capability and select the team(s) the user should be grouped with. To learn more about the Group Emails or for troubleshooting with this area click [here](#). You must also set up and test the users email in the email/opt tab to ensure it is capable of sending and receiving messages. For troubleshooting the user email set up click [here](#).



For email to work correctly, especially for GMAIL and others, as well as outlook it is recommended to configure SMTP information in the user profile as well.

If you want to be able to communicate with the athletes via email you or have them receive appointment notices/reminders you will need to enter their email address in the designated area within the Athlete Profile area. The parent/guardian/emergency contact's email address should be entered into the designated area for the primary (#1) emergency contact with the Emergency Contacts tab.

Athlete - Dixon, Daryl

Name: Daryl Dixon (First, MI, Last)
Phone: 123-121-1234 Year: Senior
Gender: Male DOB: 10/28/01 Age 18
Email: ashley@kefferdevelopment.com

Team/Sport/Event: Ashley U - South Men Wrestling (Active), Ashley U - South Men Baseball (Active)

Address/Other: Custom Addr Name 1, Country, Street: 123 Ashley Rd, C/S/Z: Ashleyville PA 12121

Communications: Twitter Handle, Cell: 222-222-2222, Text #:

Emergency * (tab selected)

Name	#	Relation	Text Number	Employed	Employer Name
Momma Dixon	1	mother	111-222-3333	<input type="checkbox"/>	
ashley@kefferdevelopment.com					
111-111-2121			Mdixon		
Papa Dixon	2	father	111-222-3334	<input type="checkbox"/>	
111-222-1212					
Merl Dixon	3	Brother		<input type="checkbox"/>	

Staff Communications

Auto Notifications/ Group Emails

Based on the decisions you made about notifications in the Site Info area, once set up is complete your users will receive automated notifications when something has been added or changed to a team member they have security access too. A few examples can be see below.

 Reply
  Reply All
  Forward

Tue 11/05/19 1:09 PM



ashley@kefferdevelopment.com

Athlete info edited on the ATS Athlete Portal application

To ashley@kefferdevelopment.com

Athlete Information for Daryl Dixon has been edited on 11/5/2019 1:09:25 PM by Daryl Dixon using the ATS Athlete Portal application.

Sports: Ashley U - South Men Baseball , Ashley U - South Men Wrestling

Per HIPAA (the Health Insurance Portability and Accountability Act of 1996) Regulations, this Information is to be held in strict CONFIDENCE, to be used only making participation plans for the student-athletes. Information should not be passed to any other individual or group of individuals.

 Reply
  Reply All
  Forward

Tue 11/05/19 1:22 PM



[Ashley Sham <ashley@kefferdevelopment.com>](mailto:ashley@kefferdevelopment.com)

Athlete limitation entered

To ashley@kefferdevelopment.com

Limitation for: Denty, Brian ;
 Baseball Seen by Ashley Sham at 11/05/19 12:00:00 AM
 Injury: 11/05/2019 - Anterior Tibiofibular Syndesmosis (High Ankle) SprainPartial or Complete - Left - Ankle Limitation: Out Game Status:

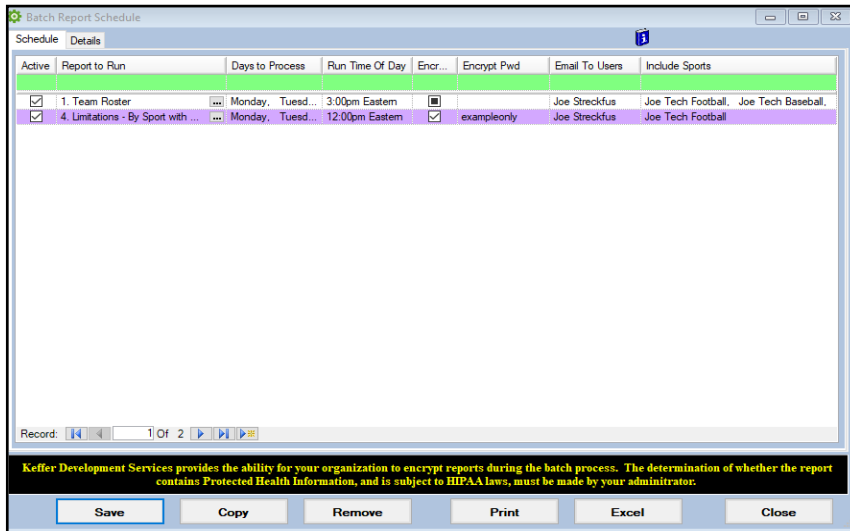
Limitation information:

Per HIPAA (the Health Insurance Portability and Accountability Act of 1996) Regulations, this Information is to be held in strict CONFIDENCE, to be used only making participation plans for the student-athletes. Information should not be passed to any other individual or group of individuals.

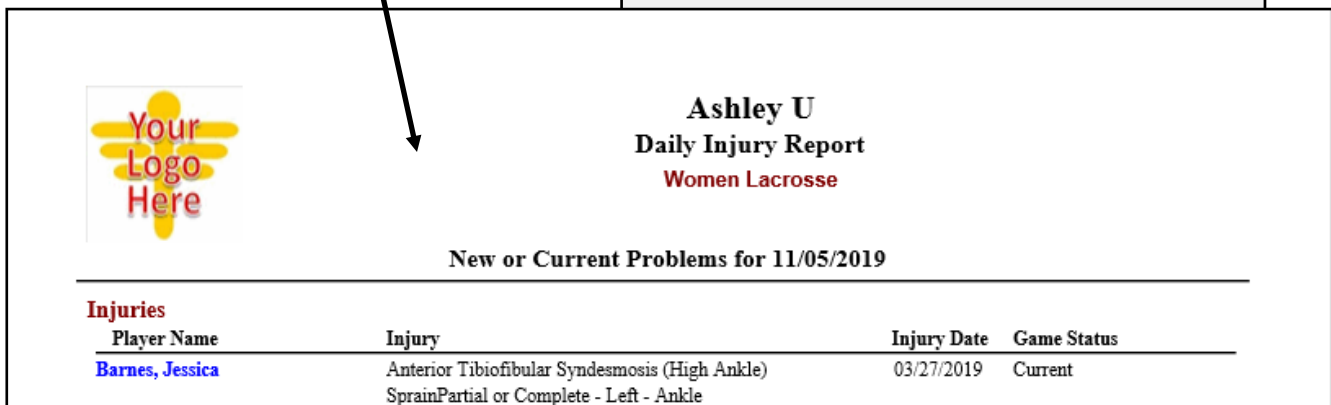
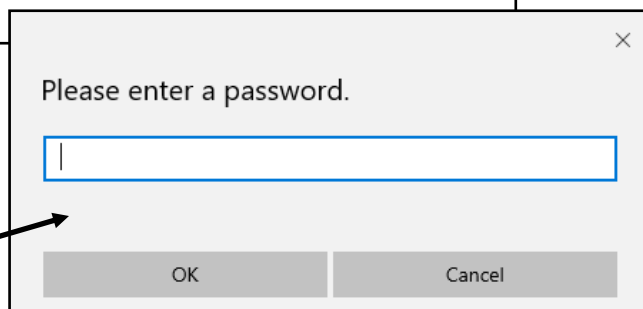
You can customize what is in these notifications. To learn how to customize your notification messages click [here](#).

Batch Reporting

You can set up reports to be sent nightly to your coaches, these reports can be sent any night you designate and the report itself can be password protected (we highly recommend the password protection). The report will be sent to the coach that has been designated in Teams Entry area. To learn more about the batch reporting process click [here](#).

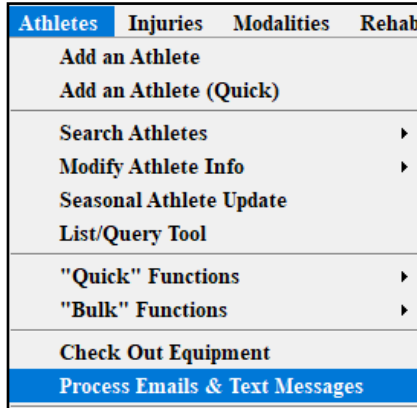


The coach will receive an email similar to what is shown above. When they click on the included attachment they will be asked for the designated password. Once entered the report will open.



Emailing Athletes and the Primary Emergency Contact

You can email your athletes and the primary emergency contact using the Process Emails & Text Messages option found under the Athlete Menu.



You can choose from several criteria when emailing, for example an individual athlete, an entire team, or an entire class year, depending on your security settings. You can include a message, attachments, ID numbers, passwords and other things to these emails. If you wish to email the primary contact simply select that in the options available.

Choose who your email/texts are going to

The screenshot shows the 'Process Emails & Text Messages' window. It includes a subject line, a text area for the email body (with a note: 'Enter the body of your email here. If you are sending a text 50 characters max.'), and a list of attachment slots. On the right, there are 'Criteria' and 'Team' selection lists. A 'Notices to Athlete' and 'Notices to Emergency Contact' section is highlighted with a box. A warning message states: 'Some duplicate emails may be sent. We use "Best Efforts" to try and avoid this.'

Choose to attach a file if you wish.

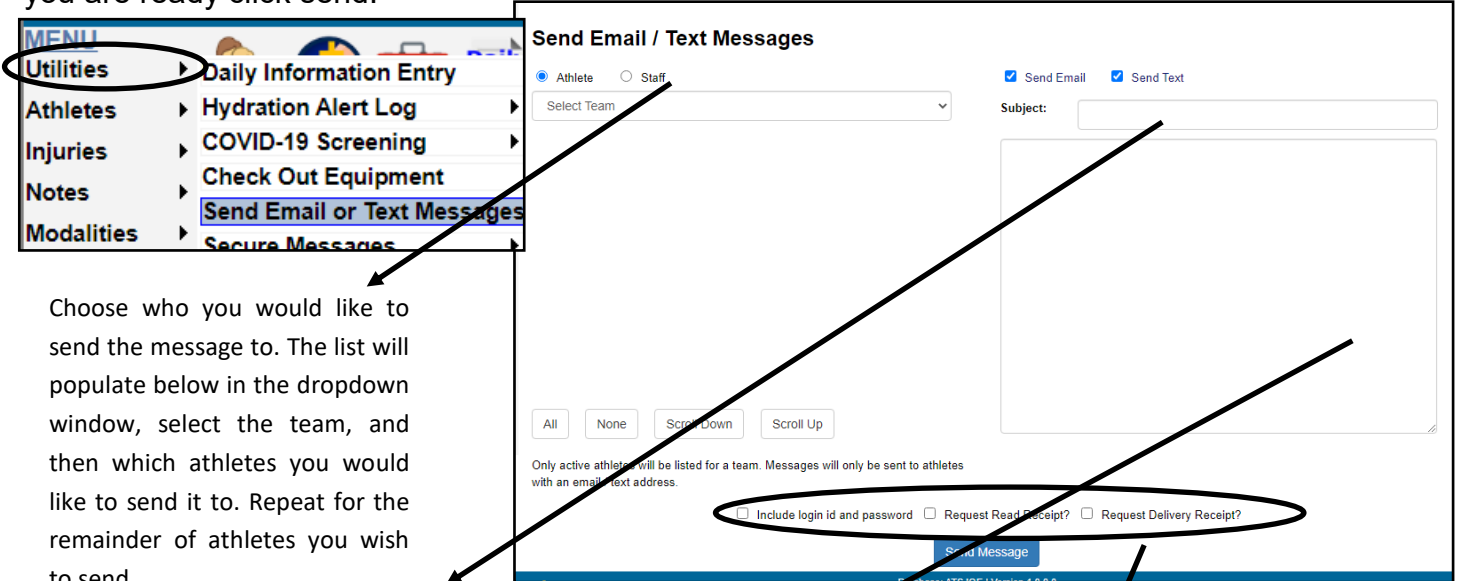
Allows you to select who and what you are going to send the email to.

You can email patient/athletes, emergency contacts. You can choose to include their log in ID and passwords.

Staff Portal

In the Staff Portal go to the Utilities—> Send Email or Text Messages. When the Send Email/Text Messages screen loads select the Staff option. This will load a list of users that you can send the email too.

Select the Users you wish to email, give the email a subject, and then type your message. When you are ready click send.



Choose who you would like to send the message to. The list will populate below in the dropdown window, select the team, and then which athletes you would like to send it to. Repeat for the remainder of athletes you wish to send.

Enter your subject, and choose to send via email, text, or both.

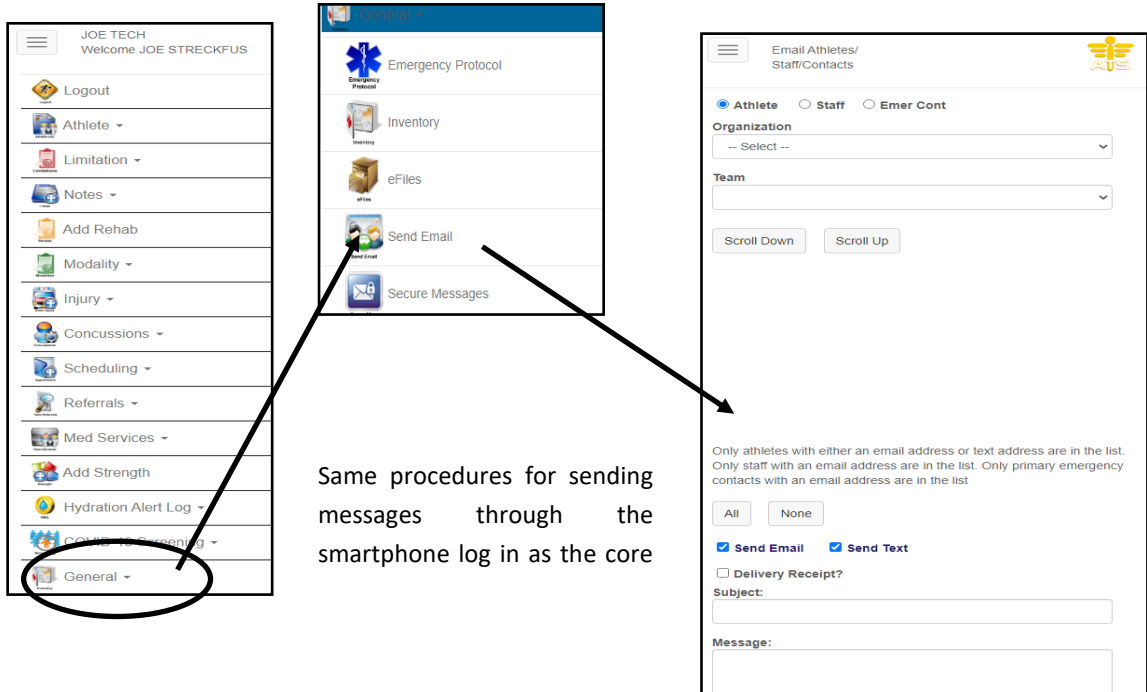
Options to include with the email. You can send the login information for the user. And read or delivery receipts.

Staff smartphone

Enter your message here.

Emailing is complete! 1 selection made. 1 email sent.

Staff Phone



Same procedures for sending messages through the smartphone log in as the core

Email Athletes/
Staff/Contacts

ATS

Athlete Staff Emer Cont

Scroll Down Scroll Up

Staff

- Ashley U East AT
- Coach Jack Black
- Coach John Smith
- Greg AT
- Keffer Admin
- Nurse Example
- Rhett Keffer
- Swim Coach

Only athletes with either an email address or text address are in the list. Only staff with an email address are in the list. Only primary emergency contacts with an email address are in the list

All None

Send Email Send Text

Delivery Receipt?

When the email screen loads select the Staff option and the list of users should load. Select the user(s) you wish to email, enter a subject and then the body of your email. Make decisions about delivery and read receipts then click Send Message. You will see a confirmation message at the top of your screen when the send is complete.

Subject:

Message:

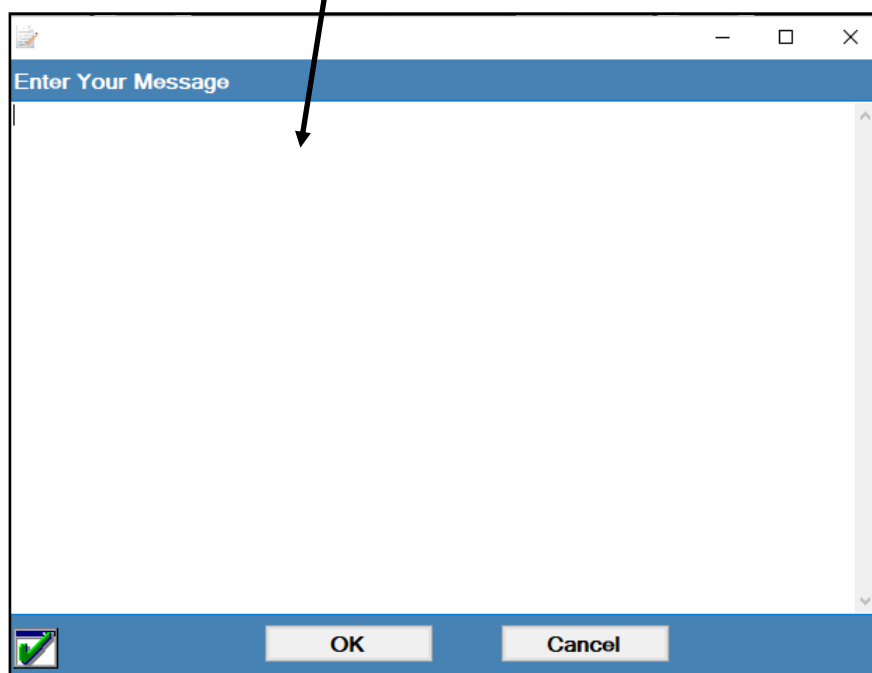
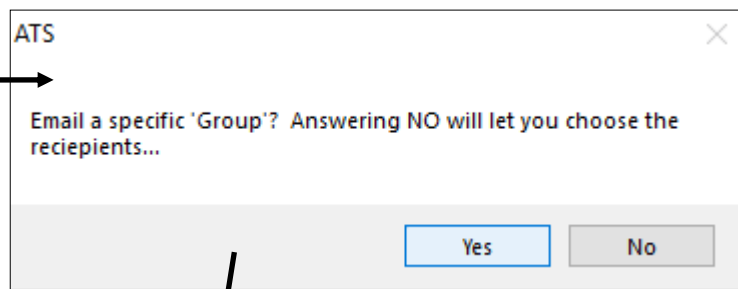
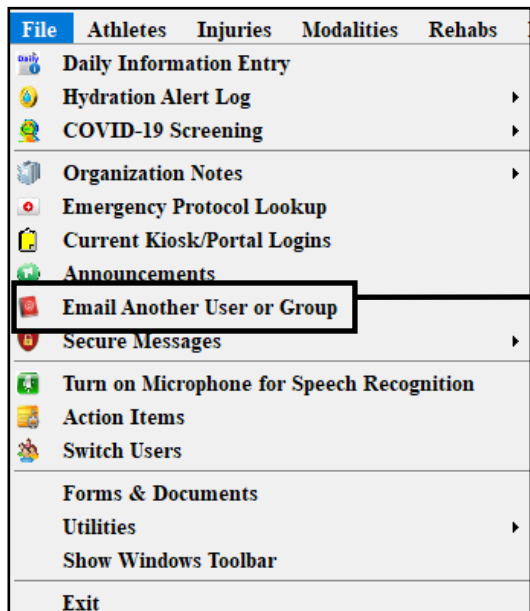
Send Message

Emailing is complete!

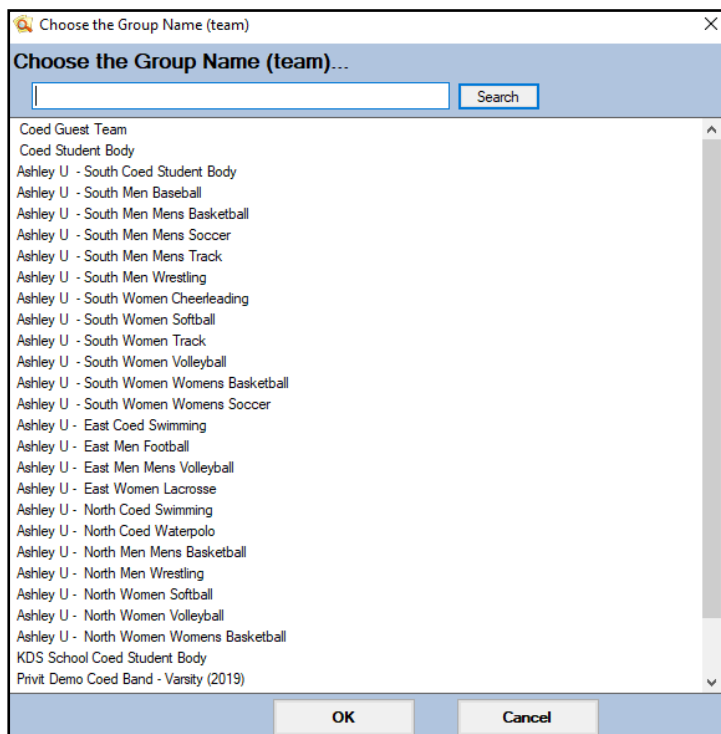
You can email other users directly through ATS. This is available in the Desktop, the Staff Portal and the Staff Smartphone.

Desktop

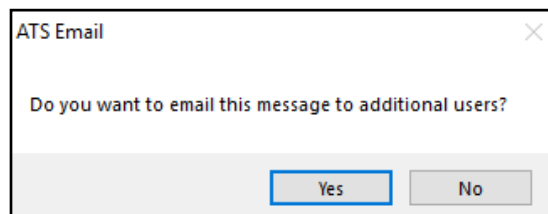
Begin by going to File—>Email Another user or group—> Then decide if you want to email a specific group or just a specific user(s). To email the group say yes to the prompt, if you do not want to email an entire group say no to the prompt. If you said no skip to page 3 of this document.



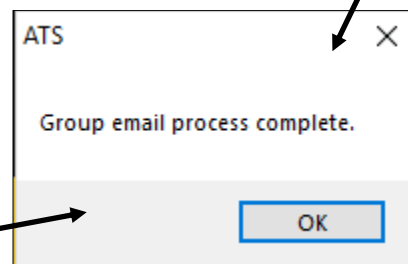
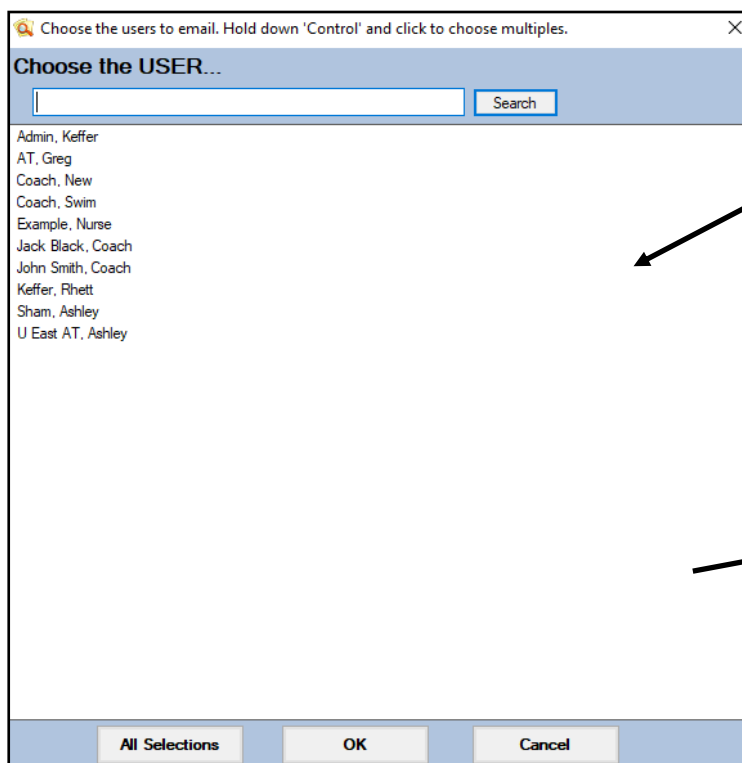
Enter your message in the box provided.



Select the team/group you wish to email the message too. You will then be asked if you want to email additional users.



If you selected yes then choose the desired users from the list, and you will get a notification when the process is complete. If you said no the message will send and you will get a notification when the process is complete.



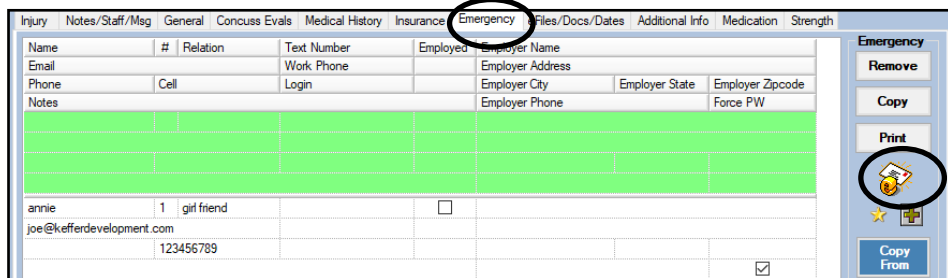
Email Patient/Athlete or Emergency Contact Individually:

In the desktop to email a patient/athlete directly, you can click the email icon.

In the desktop to email an emergency contact, go to the emergency contact tab, and select the email icon.



Currently there is no icon to email from the patient/athlete profile in the Staff portal.

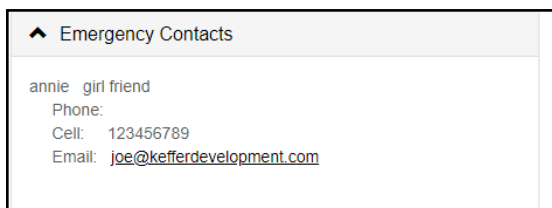
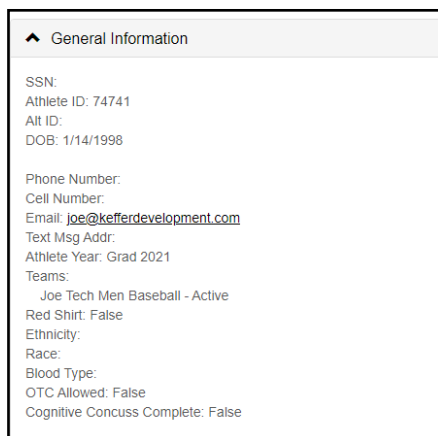


In the staff portal, select the emergency contact tab and email.

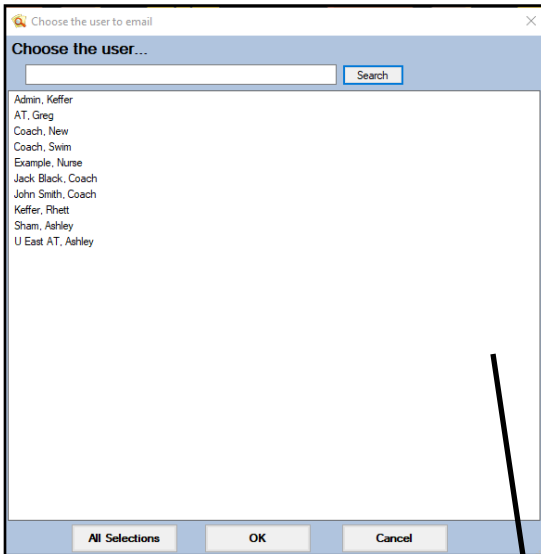


From the Staff Phone; select the patient/athlete. Their email address becomes a hyperlink that will open an email message box on your phone.

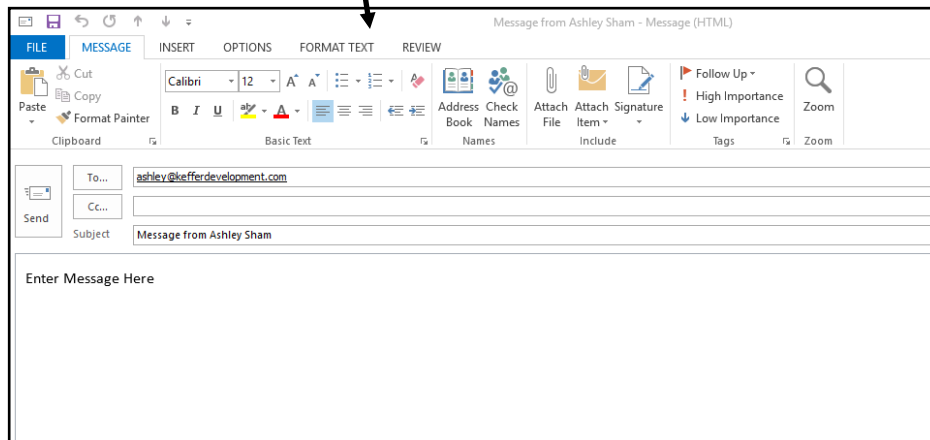
Emergency contact from staff phone functions the same way as an email to the patient/athlete.



If you said no to the users group email, select the user(s) you wish to email from the list available.







An email should now open up with the email address(s) of the users you chose. Type in your message and then click send.



Appointment Reminders

If you are using the scheduling feature of ATS you can send appointment reminders to your staff. This can be done manually or set to run nightly from the Site Info area. To learn more about the scheduling capabilities click [here](#). The staff member will receive an email reminder about appointments scheduled for that day.

 Reply  Reply All  Forward

 Tue 11/05/19 2:25 PM
Ashley Sham <ashley@kefferdevelopment.com>
from Ashley U to staff

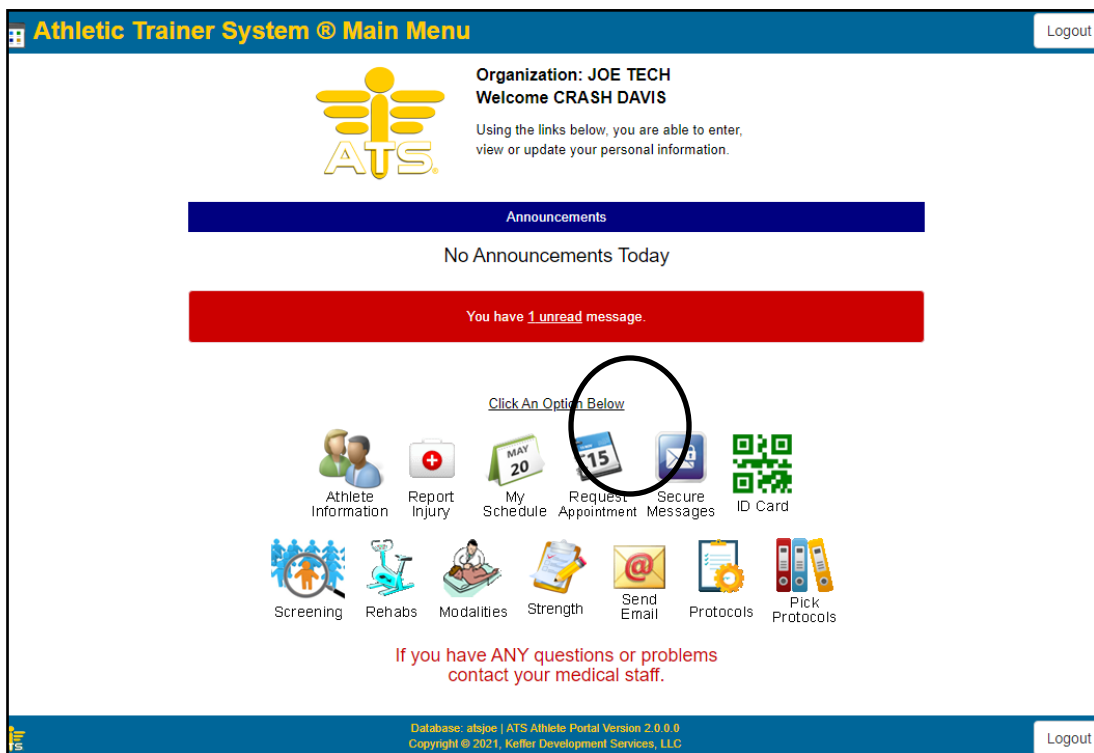
To ashley@kefferdevelopment.com

This is a reminder of your appointment today at 11/05/19 4:30:00 PM

Team: Ashley U - South Mens Track
Purpose: Practice Coverage
Location: Stadium

Athlete to Staff communication

The patients/athletes can email you using the Patient Portal . Simply click the “Send Email” icon. Once the screen loads choose the staff member you wish to email, type your subject and message then hit send.



Only staff with email addresses are listed.

Scroll Down Scroll Up

Select Email Recipient(s) / Name(s)

- Bobby Cox
- Dougie Howser
- Joe Streckfus
- John Smith
- Leslie Kruse

Select All Deselect All

Subject:

Message:

Send Email

The athlete can also email from the Athlete Smartphone. The process is the same simply click on the “Send Email” icon. Once the email screen loads choose the staff member you wish to email, type your message and hit send.

Organization: ASHLEY U
Welcome DARYL DIXON

You have **3 unread** messages.

No Announcements

Report Injury Rehabs Modalities My Appts Request Appointment **Send Email** Secure Messages Strength

Protocols Athlete Forms ID Card Logout

Call 1-888-328-2577
Version 1.0.0.0, Copyright © 2019
Keffer Development Services, LLC

Email Staff

Only staff with email addresses are listed.

Scroll Down Scroll Up

- Ashley Sham
- Ashley U East AT
- Coach Jack Black
- Coach John Smith
- Greg AT
- Keffer Admin
- New Coach
- Nurse Example
- Rhett Keffer

Select All Deselect All

Subject:
Email Subject

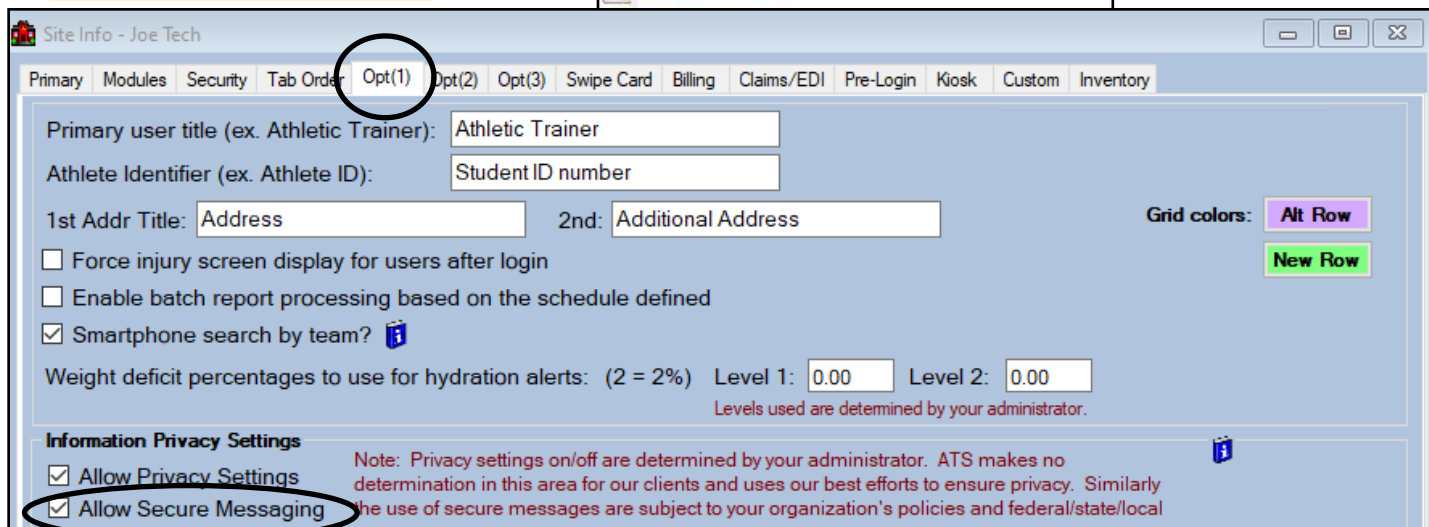
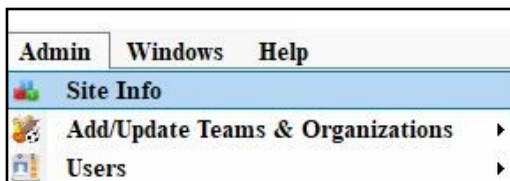
Message:
Email Message

Send Email

Secure messaging:

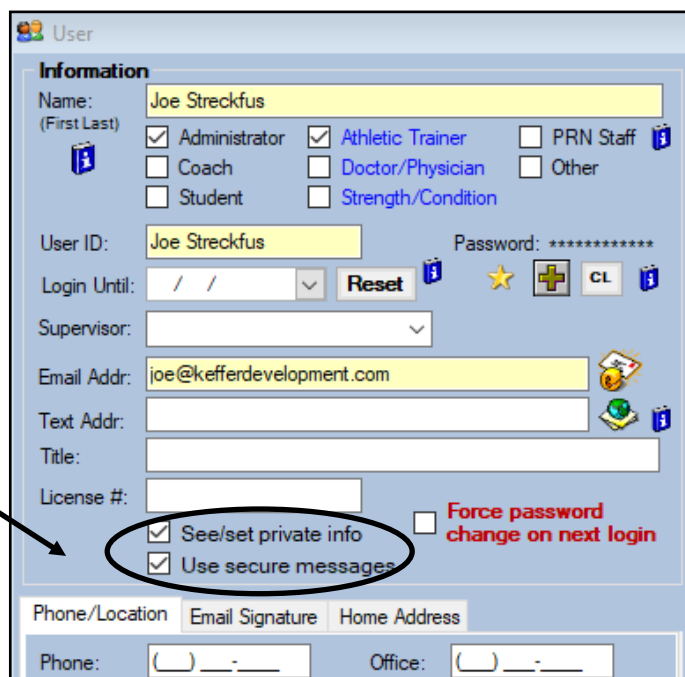
ATS allows the capability to securely message between staff, physicians, coaches, patients/athletes, and emergency contacts. This goes with the Best Practices for athletic trainers and the handling of sensitive information. When you send a message, the recipient will receive an email that tells them to log into their account to view. They then log in, can view the message, and respond to your message. The message never leaves the server of ATS, so there is no worry of transfer of PHI. Secure messaging is available through all platforms of ATS.

To enable the ability to Secure Message, follow the steps here to activate the option for your system.




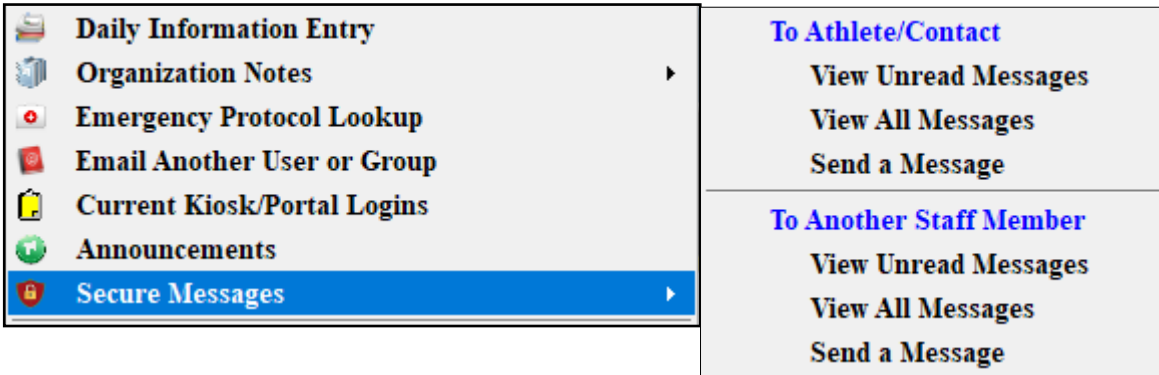
After Secure Messaging has been turned on in Site Info, you also need to give access to everyone in your database. You must go to each user account to grant access

Repeat this step for each of your Users.

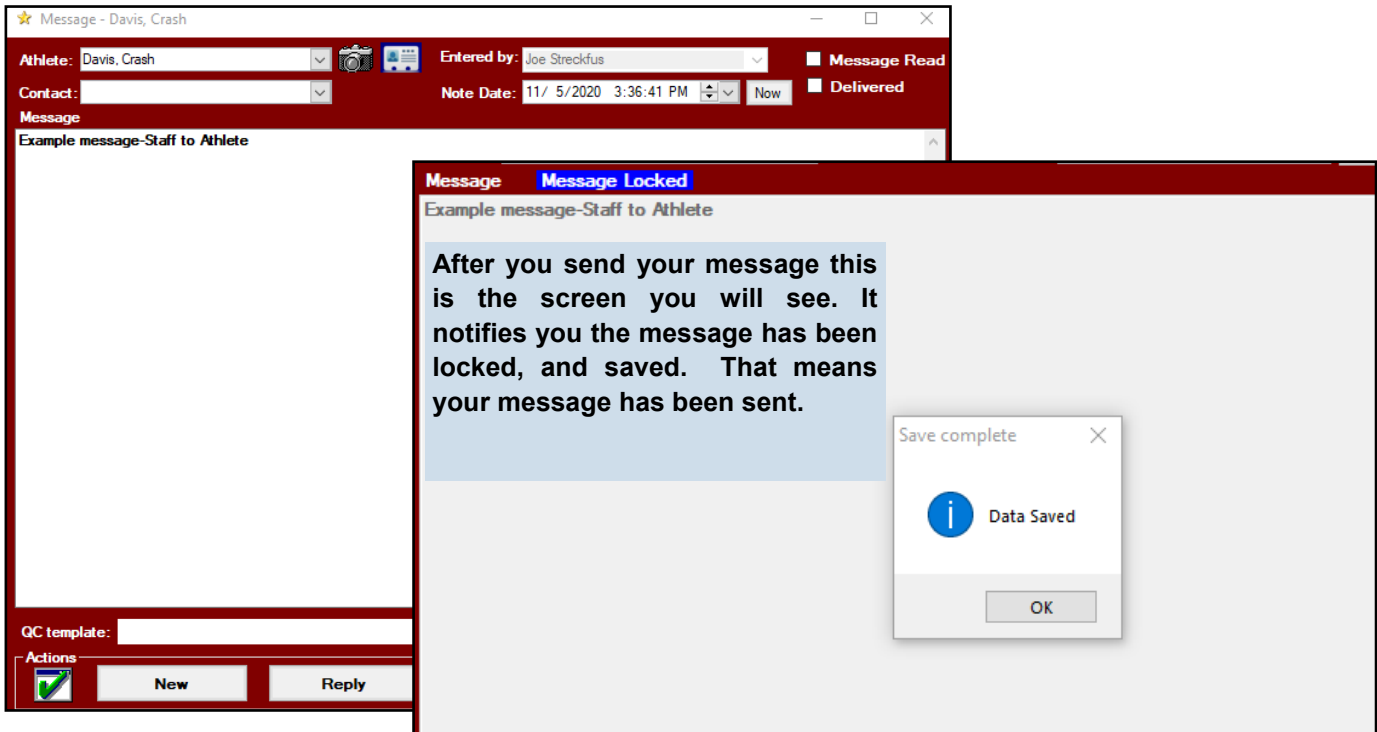


Desktop Secure Messaging:

There are several ways to send messages to athletes through the ATS Desktop. The first by using the secure message feature within the File menu. The second is through that individual athletes profile. The third, anywhere within the Desktop module you see this  icon know that you can use it to get to the secure message feature from the screen you are on.

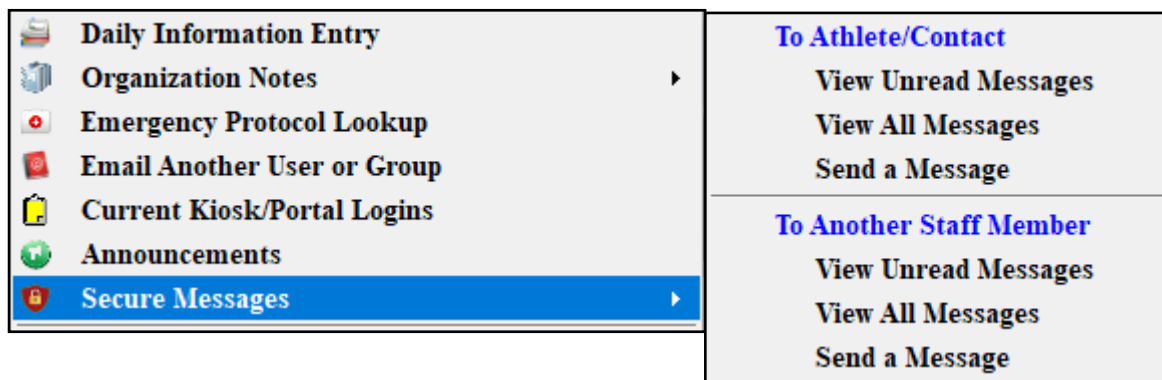


To send a message to an athlete simply select send a message from the Athlete/Contact area. Choose the patient/athlete from the drop down list, you can also choose to include any of this athletes emergency contacts, then type the message. When you are finished click “save”. This will save the message and send a notification to the patient/athlete that they has a message waiting.

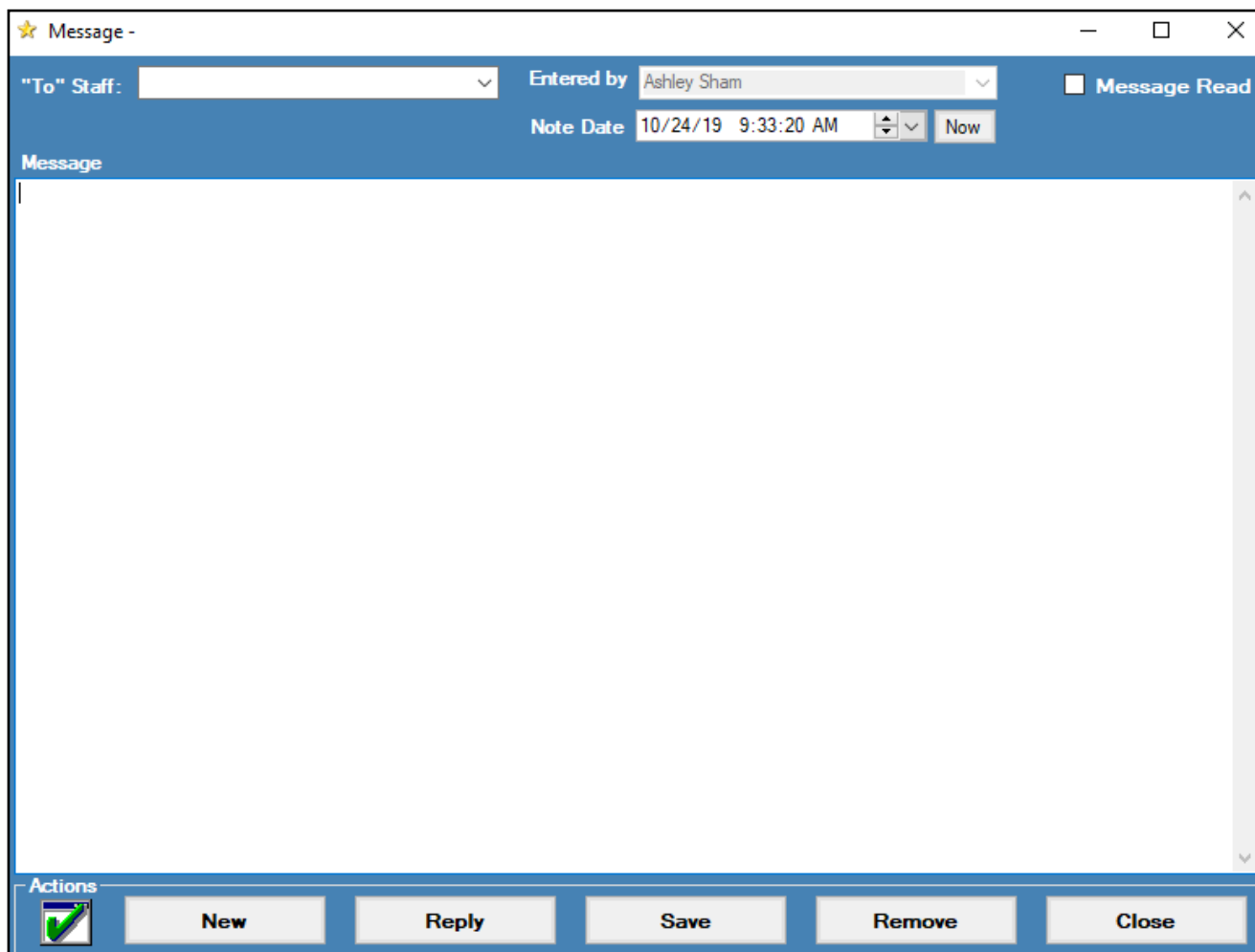


Read	Direction	Staff Member (From/To)	Create Date	Message	Emergency N:	Message
<input checked="" type="checkbox"/>	To Athlete	Joe Streckfus	11/5/2020	Example message-Staff to Athlete		New Details Mark as Read Print List Remove

After your message has been sent, a copy is stored in the patient/athletes profile.



To send a secure message to another staff member select Send a Message from the Staff member menu options. Choose the staff member from the drop down list then type the message. When you are finished click “save”. This will save the message and send a notification to the staff member that he or she has a message waiting.



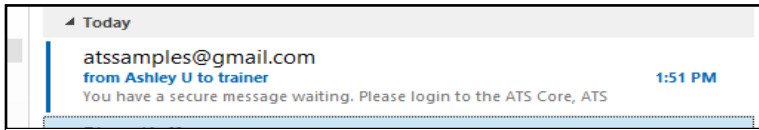
The patient/athlete is also able to send a secure message to the AT. The patient/athlete can sign into either the Patient Portal or the Patient Smartphone and access the secure messaging system.



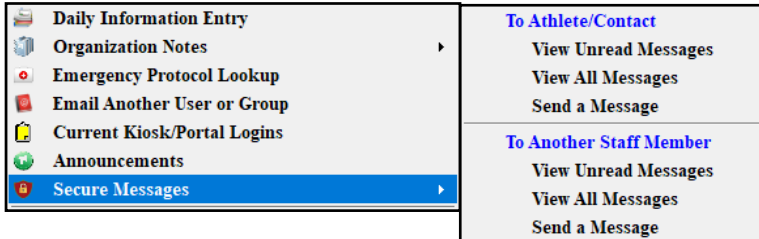
For the patient/athlete, they can send a new message by using the sent plus sign or by clicking the blue Send New Message

Select the staff member you wish to send the message to. Then type your message and hit save. The Patient/Athlete will then see the message below confirming the message was saved and sent.

The Athletic Trainer designated in the secure message will then receive an email notification that there is a secure message waiting for them in the ATS system. The Athletic Trainer then needs to sign into the Desktop, Staff portal or staff phone to read the message.

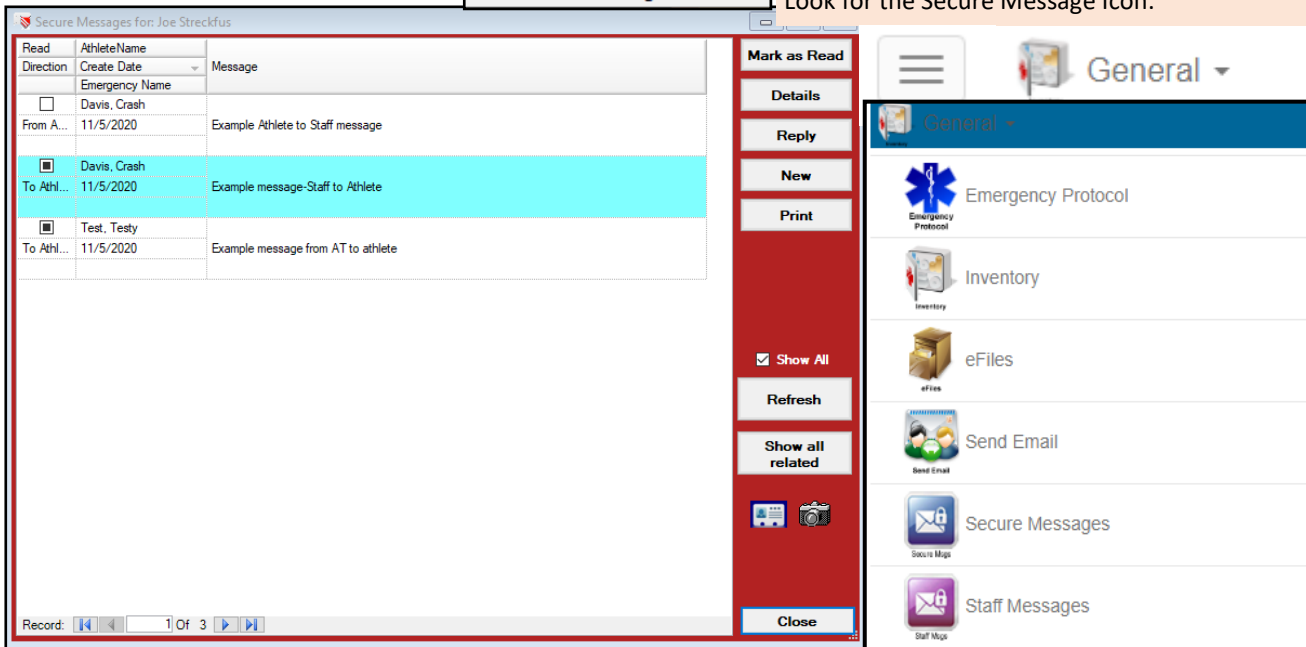


You have a secure message waiting. Please login to the ATS Core, ATS Core Portal or Smartphone to view the content.



Select view All Messages or view Unread Messages to check your secure messages.

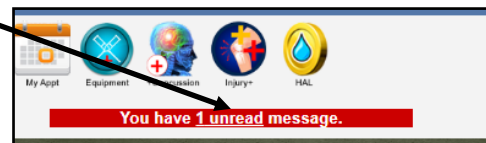
From the staff phone use the menu icon and open general. Look for the Secure Message Icon.



From the Staff Portal use the menu, Utilities> select secure messages> then select whether it is to athletes or to a staff member. Or select the unread message tab.



Secure Messages - Athletes/Contacts
Secure Messages - Staff Members



ATS also allows you to gather information from patient/athlete forms that are being filled out. Originally designed for notification of “flagged” answers for COVID self-reporting forms. This can be utilized for any YES/NO, Yes, No questions for the forms you create. If you patient/athlete chooses the “notice” answer for the question, the staff member will get an email notifying them there is attention needed for this patient/athlete. No PHI is disseminated through the email.

This area of screening options allows you to build and customize forms and send them to your patients/athletes automatically. This could be a mental health evaluation, COVID screening, or any other form you wish to be sent.

When constructing the questionnaire, using the send notice for, allows you to select yes or no as the answer to send the email for. Example, are you feeling well today, if they answer yes nothing happens, answering no triggers the email to the staff member/group assigned .

Athlete Crash Davis completed form COVID 19 Athlete screening on 2/22/2021 and answers given require action and/or review.

Sport: Joe Tech Men Baseball

Per HIPAA (the Health Insurance Portability and Accountability Act of 1996) Regulations, this Information is to be held in strict CONFIDENCE, to be used only making participation plans for the student-athletes. Information should not be passed to any other individual or group of individuals.

Email configuration list: This list provides where the email that you would send from ATS originate from. Please do take note that if communication is not going through that you may need to speak with IT to ensure that messages are not being blocked.

Emails Sent From & Reply To...			
Module	Function	Email From :	Reply To:
Desktop	Bulk Email	User's email	User's email
	Email Staff	User's email	User's email
	Email Athlete	User's email	User's email
	Email Report	User's email	User's email
	Email Claim	User's email	User's email
	Email Emer Contact	User's email	User's email
	Email User Test	User's email	User's email
	Group Notices	User's email?	User's email
	Site Info Test	Email defined in Opt(1) or	N/A
	Forgot Password	Email defined in Opt(1) or	N/A
Staff Portal	Bulk Email	Email defined in Opt(1) or	User's email
	Email Staff	Email defined in Opt(1) or	User's email
	Email Claim	Email defined in Opt(1) or	User's email
	Email Emer Contact	Email defined in Opt(1) or	User's email
	Group Notices	Email defined in Opt(1) or	User's email
	Site Info Test	Email defined in Opt(1)	N/A
	Forgot Password	Email defined in Opt(1) or	Email defined in Opt(1)
Staff Phone	Email Staff	Email defined in Opt(1) or	User's email
	Email Athlete	Email defined in Opt(1) or	User's email
	Email Emer Contact	Email defined in Opt(1) or	User's email
	Email User Test	Email defined in Opt(1) or	User's email
	Group Notices	Email defined in Opt(1) or	User's email
	Forgot Password	N/A (forgot password does not exist in Staff Phone)	N/A
Batch Process	Appointment Reminders	Email defined in Opt(1) or noreply@porthos.atsusers.com	Email defined in Opt(1) or noreply@porthos.atsusers.com
	Reports		
	Notes		
	Form Notices		
	Screening notices/links		
Athlete Portal	Email Staff	Email defined in Opt(1) or	Athlete's email
	Form completing (and all	Email defined in Opt(1) or	Email defined in Opt(1)
Athlete Phone	Email Staff	Email defined in Opt(1) or	Athlete's email
	Form completing (and all	Email defined in Opt(1) or	Email defined in Opt(1)
Desktop Kiosk		None	
Desktop QMC		None	
Kiosk Portal	Email Staff	Email defined in Opt(1) or	Athlete's email
	All Others	Email defined in Opt(1) or	Email defined in Opt(1)
QMC Portal		Email defined in Opt(1) or	User's email
2-Factor Authentication		noreply@porthos.atsusers.com	None

Note: If the normal "reply-to" is the same as the "to" email address then there is no "reply-to". There is just a "from" and a "to".

Send a Single Form for an Patient/Athlete to compete:

ATS now gives you the ability to send a patient/athlete a specific form for them to complete. This can be helpful should a patient/athlete quit playing in the middle of the year; have insurance change in the middle of the year and you require a form to update that information. Also, could be utilized in the instance of sending a concussion diary form for them to complete if you have that set up.

In order to send the form, it will have to be active, and visible to patients/athletes. If you do not want it to show up, you can assign active dates from and to, or give it a last used date. That will keep the form active, allowable to be sent, but not allow your patient/athletes to have access to it in their available forms from their staff portal or phone.

For further information on form name maintenance area, and creating forms please see the [Paperwork/Forms](#) Help doc.

Form Name	Abbrev	Active	Sort	Ath Sign	Parent Sign	Vis Parent	Vis Athlete	Days	Active From	Active To	Last Used
Region Name(s)	Organization(s)		Team Name(s)	Gender(s)	Athlete Year(s)	< Age	Outcome				
COVID C 19 Athlete screening ...	COVID	<input checked="" type="checkbox"/>	0	Yes	Opt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30			
12 College Sickle Cell with video...	e3	<input checked="" type="checkbox"/>	0	No	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0			
18 Concussion Symptom Diary	s	<input checked="" type="checkbox"/>	0	No	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0			
29 Medical Consent	MedCon	<input checked="" type="checkbox"/>	0	No	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	7/18/2021	7/19/2021	
Lower Extremity Functional Scale...	Lower	<input checked="" type="checkbox"/>	0	No	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0			7/20/2021

From the Athlete menu tab, select Send Athlete a Form to Complete.

Choose the appropriate patient/athlete to send the form to.

Select from your list of available and active forms, to be completed

- Athletes
- Injuries
- Modalities
- Rehabs
- Add an Athlete
- Add an Athlete (Quick)
- Search Athletes
- Modify Athlete Info
- Seasonal Athlete Update
- List/Query Tool
- Multiple Athlete to Team Utility
- "Quick" Functions
- Quick Multi-Function
- "Bulk" Functions
- Check Out Equipment
- Send Athlete a Form to Complete**
- Process Emails & Text Messages
- Staff Evaluations
- Physician/Staff Review

Choose the ATHLETE

Choose the ATHLETE...

Search

- Allen, Shannon
- Balboa, Rocky
- Barnes, Jessica
- Bateman, Daniel
- Beechum, Claire
- Billingsley IV, Don
- Brown, Barry
- Campbell, Julius
- Clark, Billy
- Davis, Crash
- DeLoach, Michael
- Falco, Shane
- Franklin, Clifford
- Grant, Kierra
- Griff, Nigel
- Hinson, Dottie
- Hooch, Marla
- Jefferies, Jamal
- Keller, Kit
- LaLoosh, Nuke
- Miles, Boobie
- Murphy, Dots
- O'Riley, Heather
- Palledorous, Michael
- Porter, Hamilton
- Rodriguez, Benny
- Ruth, Baby
- Smalls, Scotty
- Smith, Anne

If applicable use Shift-Click to select a group, Control-Click to pick multiple individual items.

OK Cancel

Choose the form to print

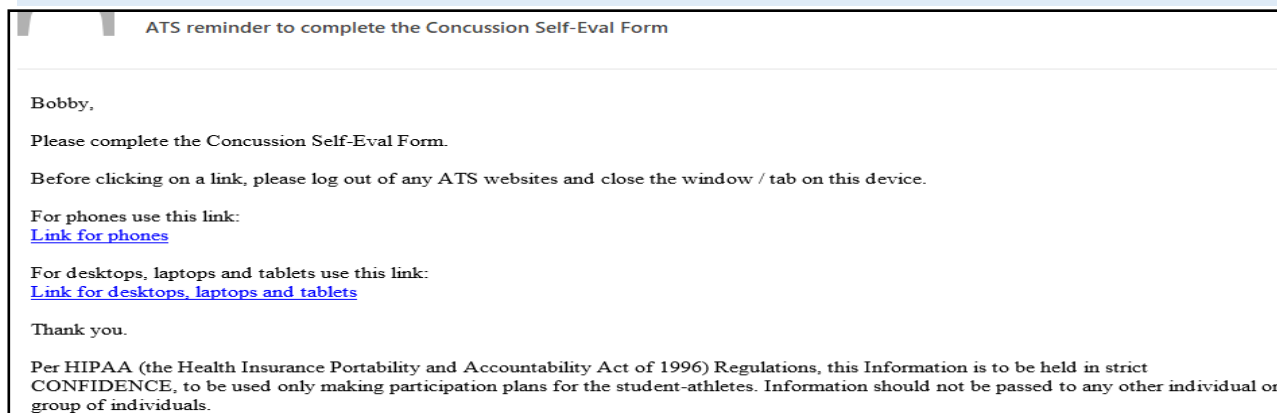
Choose the form...

Search

- COVID C 19 Athlete screening # C ~
- 17 Concussion Self-Eva
- 18 Concussion Symptom Diary

OK Cancel

After you have completed the steps above, the patient/athlete will get an email similar to the one below. It will have both links for phone and portal for them to be redirected to. They will have to log in to complete the form you sent, just link any other form in ATS.



The email above, is a standardized email from ATS. The only information you will be able to customize is the HIPAA notice.

There will be a record of the information that was sent to the patient/athlete in the transaction log. This will record what was sent as well as when it was sent. It will be written differently, but all of the information is contained that is in the email.

