

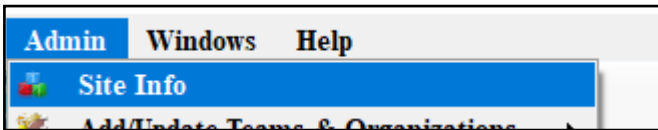
ATS— Student Assurance Services Insurance

The interface with Student Assurance Services 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. We always recommend communicating with your SAS claims handler where the claim should be sent. Unless differently told, it should be **claims@sas.com**



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

A screenshot of the 'Site Info - Joe Tech' application window, specifically the 'Claims/EDI' configuration tab. The 'Enable Claim Submissions' checkbox is checked. The 'AG Administrators' section has an email field containing 'joe@kefferdevelopment.com'. Below this are fields for 'Host Name', 'Tgt Folder', 'User', 'Pw', 'Port', and 'Partner Code'. There are 'Standard EDI' and 'Clear EDI' buttons. A red box highlights the 'Student Assurance Services' email field, which also contains 'joe@kefferdevelopment.com'. Other email fields for 'Bob McCloskey', 'NAHGA', 'Wellfleet Email(s)', 'First Agency', and 'Commercial Travelers' are also visible. A yellow banner at the bottom states: 'If using multiple email addresses they must be separated by a semi-colon'. 'Save' and 'Close' buttons are at the bottom.

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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.

The screenshot shows the 'Users' menu with options: Add a User..., Search Users...Active Only, Search All Users (Active & Inactive), Multi User Update, My User..., Copy User, Search Users by Organization..., and Search Users by Region. Below, the 'User' profile for 'Greg AT' is shown. The 'Security' tab is active, and the 'Modules' sub-tab is selected. Under 'Modules', the checkbox for 'Allowed to Submit/Print Claims' is checked. Other options include 'No Report Access', 'Allow Report Printing', 'Allow Report Exporting', and 'User can See All Injuries on the Athlete Details Screen'.

Insurance Specific Information:

In addition to the insurance information; you **MUST** have a note/soap note type called “SAS Claim”. This should be formatted as shown below, and **added for each injury with the applicable information.**

The screenshot shows a 'Note' form for 'Adams, Gomez A'. The 'Note Type' is 'SAS Claim'. The form contains the following text:
Policy Number: 111-333-aaa
Mailing Address where Insurance Info/Requests should be mailed: 24 village park drive, grove city, pa 16127
How did the injury occur: Fell on his head during practice
Was a Pre-Participation Physical performed clearing athlete for participation? (Yes/No): Yes
Where did injury occur?: Fencing mat
Date of first medical treatment (mm/dd/yyyy): 05/02/2019
Is this condition an Acute Injury? (Yes/No): No
Is this condition a Chronic/Overuse Condition? (Yes/No): No
Has health history been recently reviewed by sports medicine staff? (Yes/No): Yes
Has the athlete injured the same body part in the past? (Yes/No): No
(if yes, please attach a copy of the pre-participation physical showing clearance)
Designation (X applicable): Intramurals: Practice: X Game: Other (specify):
Was the student involved in an activity sponsored and supervised by the school at the time of injury? (Yes/No):
Under whose supervision: Coach Anderson

You can create the note template on your own, by using the information here (must be exact), see the note template help doc for more info on creating templates. Or you can contact ATS and we can copy the template to your database.

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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, as well as complete the SAS specific note.

Complete the injury screen, and add your notes as well as the SAS note. The SAS note does need to be completed thoroughly.

The screenshot shows the 'Injury - Davis, Crash' form. The 'Injury Desc/How' tab is active. The form includes fields for 'Body Part' (Knee), 'Injured' (3/17/2022, 10:58 AM), 'Reported' (3/17/2022, 10:58 AM), 'Side' (Right), 'Happened during' (Practice), 'Playing Surface' (Dirt), 'Event Type/Name' (Practice), and 'Team' (Joe Tech Men Baseball). A table for 'Notes/SOAP Notes' is visible, with a 'New' button highlighted in a red box. The 'Actions' bar at the bottom shows a 'Claim for...' dropdown set to 'SAS'.

Add the Injury Description/how note.

This screenshot shows the 'Injury - Davis, Crash' form with the 'Injury Desc/How' tab highlighted by a black box. The text 'Be sure to enter a brief injury note to describe what happened, this goes on the injury report.' is visible in the main text area.

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

A close-up of the 'Claim for...' dropdown menu. The dropdown is open, showing 'SAS' as the selected option. The 'Claim' button is highlighted.

Encrypt the PDF document for submission? Note: This file will not be encrypted in the athlete's file.

Yes No

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.

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After the submission the processes you will see the screen shown here.

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

Body Part: Knee Injured: 3/17/2022 10:58 AM Re injury? Follow-Up

Inj/ill 1: Anterior Cruciate Ligament (ACL) TearF Reported: 3/17/2022 10:58 AM Mark for review

2: Rtn to Play: / / CL EMS Required

3: Resolved: / / CL Days: 0 Resolution: Season Ending

Side: Right Happened during: Practice Athletic Trainer: Joe Streckfus

MOI: Playing Surface: Dirt Team: Joe Tech Men Baseball

SMOI: Event Type/Name: Practice Ins Status:

Severity: Surgery Required? on / / CL

Be sure to enter a brief injury note to describe what happened, this goes on the Do NOT bill for this injury Private Record Card View

Note Date	Note Type	Comment
3/23/2022	SAS Claim	Policy Number: Mailing Address where Insurance Info/Requests should be
3/17/2022	NAHGA	Policy Number: Mailing Address where Insurance Info/Requests should be m

Notes New Copy Remove Details Print List Print Note

Record: 1 Of 2

Claim for... Claim 3/24/2022 Email Group New Save Search Close

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Was the submission successful?

Yes No

Answering “Yes” updates the submitted date for the injury. The results are shown here.

To see the claim that was sent:

1. Navigate to the eFile 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.

General Injury Info Injury Desc/How Athlete Name: Adams, Gomez A Status: Current

Body Part: Ear Injured: 7/28/2020 Re injury? Follow-Up

Inj/ill 1: Ear Abrasion Reported: 7/28/2020 Mark for review

2: Rtn to Play: / / CL EMS Required

3: Resolved: / / CL Days: 0 Resolution: Season Ending

Side: Right Happened during: Game Athletic Trainer: Jeff Hopp

MOI: Contact with another player/athlete Playing Surface: Composite Floor Team: KDS Central HS Men Fencing

SMOI: Unknown Event Type/Name: Festival Ins Status: Athlete Insurance

Severity: Mild Surgery Required? on / / CL

Stumbled on the mat and fell on his face Private Record Card View

Date	Doc Type	Description	Athlete See
7/21/2020	0	SAS Submission Sent	

Record: 1 Of 1

Claim for... Claim 7/31/2020 Email Group New Save Search Close

Note
Full-size example on next page

