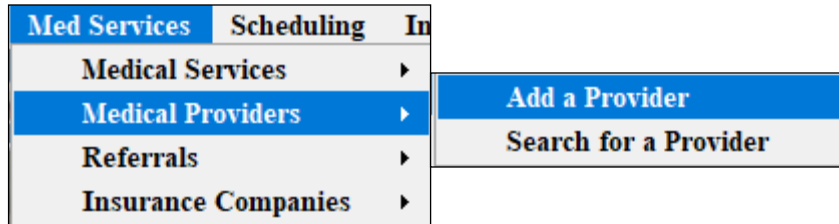


ATS - Referral Set Up and Usage

ATS gives you the ability to send a referral and accompanying note directly to a medical provider/physician. This document will go over the set up required and how this process works.

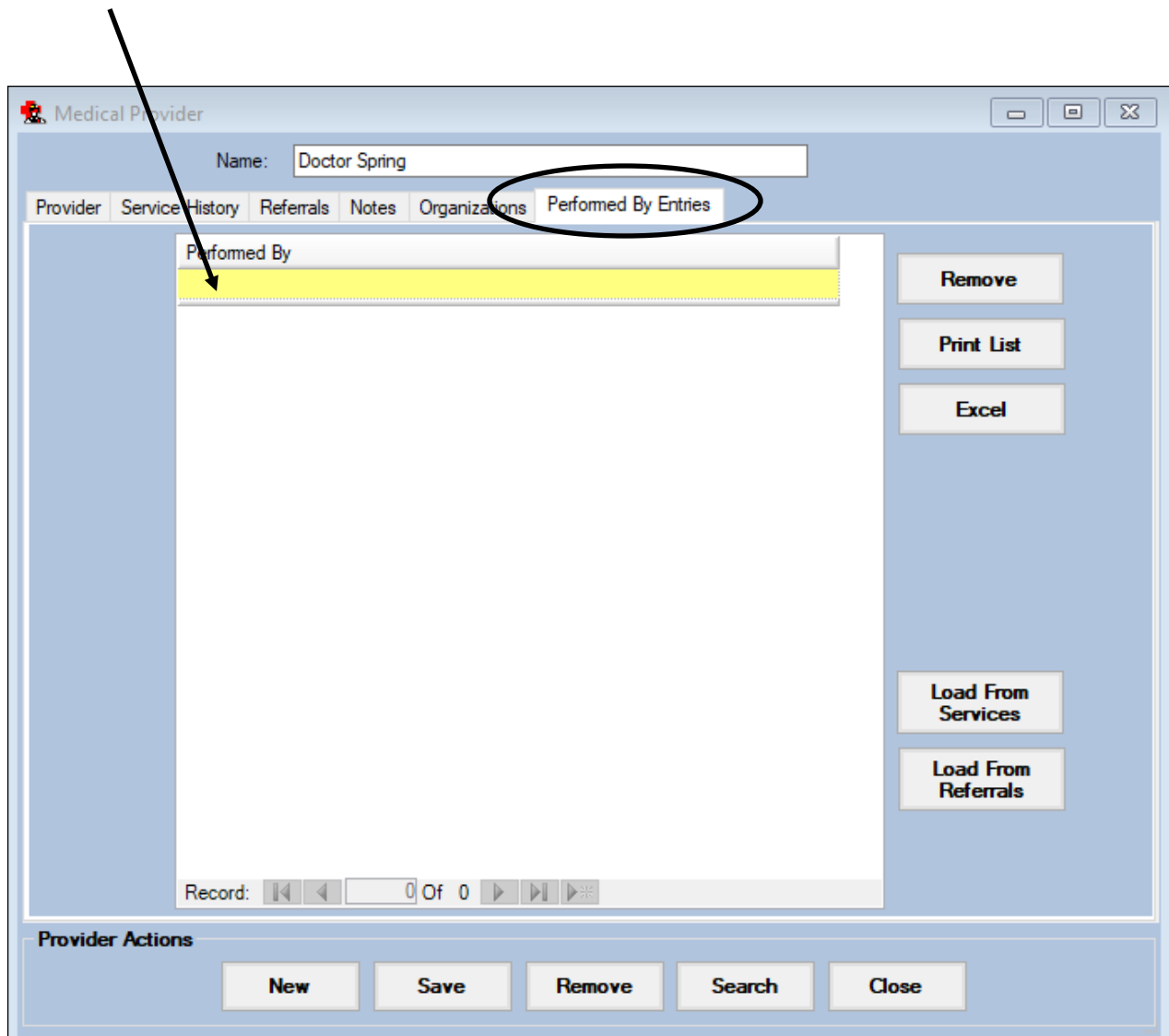
The first step will be to add in the medical providers that you will be sending referrals to. Go to Med Services—>Medical Providers—>Add a Provider.

A screenshot of a 'Medical Provider' form window. The window title is 'Medical Provider'. At the top, there is a 'Name:' text input field. Below this is a tabbed interface with 'Provider' selected. The form contains several fields: 'Address:' (text area), 'Status:' (dropdown menu with a '+' icon, circled in black), 'Phone:', 'Fax:', 'Contact Email Address:' (text input field, with an arrow pointing to it), 'Procedures usually performed by:' (text input field), and 'Region:' (dropdown menu). A 'Billing Information' section includes 'NPI #:', 'Other ID:', 'Qualifier:' (dropdown menu), and a checkbox 'Make this provider the default "referring provider" for billing'. At the bottom, there is a 'Provider Actions' section with buttons for 'New', 'Save', 'Remove', 'Search', and 'Close'. Two arrows originate from the bottom left: one points to the 'Name:' field and the other points to the 'Contact Email Address:' field.

Be sure to fill out the Name at the top, choose the "Active" option from the status drop down, and fill in the Contact Email Address. All of the other areas are optional. Be sure to save your entry.

ATS - Referral Set Up and Usage

If the medical provider has several physicians in the practice you can add the individual physician names in the Performed by Entries tab. Enter the name of the physician in the blank provided, if you need to enter more than one hit the enter button after the first entry and then add the next.



The referrals all get sent by email so the next step in the set up process is to be sure you have completed your email set up.

To see more information about setting up your email click [HERE](#).

ATS - Referral Set Up and Usage

We will now go over how to use the referral tab in the Core

Referrals can be accessed/entered from several areas:

- 1) From the dropdown menu → Injuries→Referral→ options to add or update
- 2) From the injury profile itself → Click on the referral tab→ “New” button
- 3) From the Daily Information Entry Screen → Click the Referral tab.

Injuries Modalities Rehabs Limi

- Add an Injury
- Injury+ Entry
- Quick Injury Entry
- Quick/Multiple Injury Entry
- Quick Update - Open Injuries
- Search Injuries
- Evaluations
- Notes/SOAP Notes
- Referrals**
- Concussion Evaluations
- Functional Movement Eval
- Staff Forms

Add a Referral

Update Referral

Injury - Adidas, Sally

General Injury Info Injury Desc/How Athlete Name: Adidas, Sally Status: Current

Body Part: Foot/Toes Injured: 07/01/2020 Reported: 07/01/2020

Inj/ill 1: Blisters Rtn to Play: / / CL Days: 0

2: Resolved: / / CL Days: ### Resolution:

3: Side: Left Happened during: Athletic Trainer: Ashley Sham

MOI: Playing Surface: Team: Ashley U - South Women Volleyball

SMOI: Event Type/Name: Ins Status:

Severity: Surgery Required? on / / CL

Private Record Card View

Invoice Tracking FM Evals Cost Log Covid-19

Modality Medication Rehab Limitation Service Notes/SOAP Notes Concuss Evals **Referral** Evaluations Notes/More eFiles Staff Forms NCAA/HS

Date	Injury	Provider	Note
07/31/2020	Blisters - Left - Foot/Toes	Doc Ashley	

Record: 1 of 1

Actions Show All Claim for... Claim Email Group New Save Search Close

Referrals New Copy Remove Details Print List Print Ref

Daily Information Entry

Entries For CE for today Date: 09/29/2020 11:22:46 AM

Athletic Trainer: Ashley Sham

Injured Athletes to Load Include Default Injury (see all athletes) My injured only: ignore other choices

All Injured Kosk Logins Athlete Portal Logins Today's Appts Team/Season Organization All

Org: Season: Load Records

Athletes

Athlete	N	M	R	L	D	S	E	F
Adidas, Sally								
Barnes, Jessica								
Bello, John								
Black, Ashley								
Blake, Bellamy								
Blake, Octavia								
Bundy, Peggy								
Dashboard, Joe								
Dixon, Daryl								
Doe, Jane								
Guest, Player								

Injury Load Info +Default Inj +Quick Inj

Notes Modality Rehab Limitation Med Dist Med Service Equipment **Referral**

Service: Private Record

Referral Letter Notes

To: Note Type: Date: 09/29/2020

Attention: By...

Print Email Provider

Actions Add Injury New Save Close

ATS - Referral Set Up and Usage

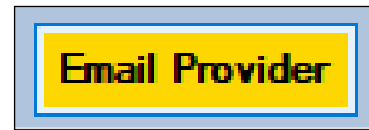
Choose who you are sending this to, a list of your medical providers will appear in the “To” dropdown. If you need to choose a particular physician click the “by” button and the physicians available for the medical provider chosen will appear. Be sure to select a service and ensure the appropriate injury is in the “injury” box.

The screenshot shows the 'Referral - Adidas, Sally' window. At the top, there are fields for 'To:' (Another Hospital), 'Attention:' (Dr. Barney), 'Athlete:' (Adidas, Sally), and 'Service:' (Evaluation). To the right, there are fields for 'Date:' (09/29/2020 11:50:26 AM) and 'Injury:' (07/01/2020 - Blisters - Left - Foot/Toes). Below these are 'Created By: Ashley Sham' and 'Date/time of appt:'. The main area is a 'Referral Letter' with a 'Notes' tab. The 'Note Type' dropdown is set to 'Dear Dr Referral'. The note content is: 'Dear Dr.', 'Student: Adidas, Sally Foot/Toes', 'Student athlete at: Volleyball', 'For: Sophomore', 'Injured on: 07/01/2020', and '07/01/2020 - Blisters - Left - Foot/Toes'. At the bottom, the 'Actions' bar contains buttons for 'Search', 'New', 'Save', 'Remove', 'Email Provider', 'Print', and 'Close'. Arrows point to the 'To', 'Attention', 'Injury', 'Note Type', and 'Email Provider' fields.

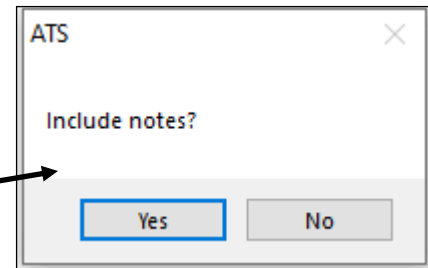
You may include any type of note with this referral by selecting the appropriate type from the Note Type dropdown. Be sure to save your entry and when you are ready to send the referral click the “Email Provider” button.

ATS - Referral Set Up and Usage

When you are ready to send the referral click the "Email Provider" button at the bottom of the referral screen.



You will receive a prompt that your referral is now saved in ATS, and then you will have to decide whether you want to include the notes with this referral.



The referral will open in the Reports Viewer and you will receive a prompt asking if you want to encrypt the attachment. We recommend you do encrypt but make sure you have agreed on a password with the medical provider prior to sending as ATS WILL NOT save the password.

Ashley U
Medical Referral for: **Adidas, Sally**
DOB: 09/09/2003 Age 17
Referred by: Ashley Sham on 09/29/2020

Ashley U
24 Village Park Drive

Another Hospital
Dr. Bamey

Dear Dr.

Student: Adidas, Sally - Foot/Toes
Student athlete at: Volleyball

For:
Sophomore

Injured on: 07/01/2020

07/01/2020 - Blisters - Left - Foot/Toes

[Signature]

Injury Summary

Injury Date	Reported	Injured		Injury Type
07/01/2020	07/01/2020	Left	Foot/Toes	Blisters

Notes

Thursday, September 3, 2020
note here by: Ashley Sham

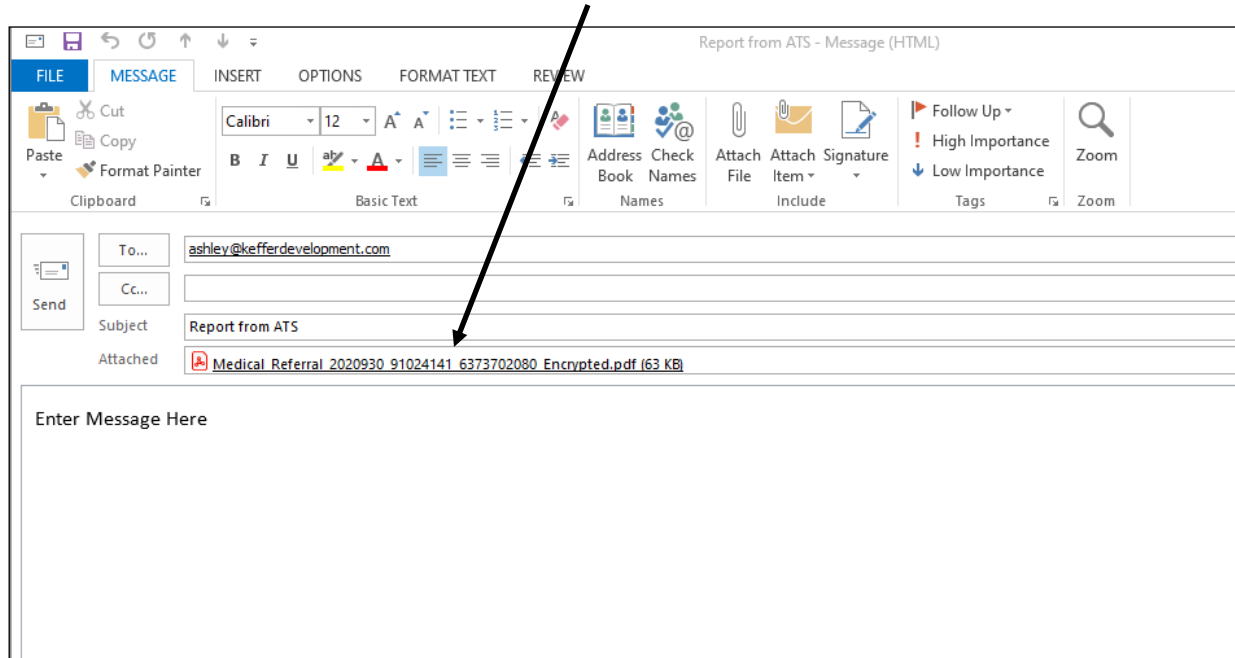
Friday, September 25, 2020
Subjective by: Ashley Sham

Dialogs:

- ATS dialog:** "Encrypt the attachment?" with "Yes" and "No" buttons.
- KSP.PopUpSelect dialog:** "Enter the password to use" with "OK" and "Cancel" buttons and a text input field.

ATS - Referral Set Up and Usage

An email will open with the encrypted referral attached. You may enter any message desired in the email area. Click send when you are ready.



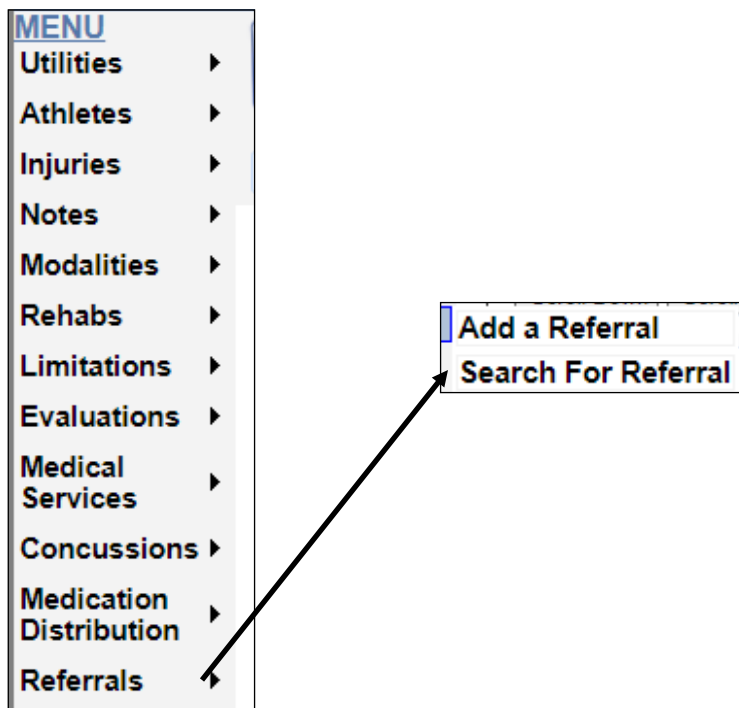
*** See following pages for Core Portal usage instructions.**

ATS - Referral Set Up and Usage

We will now go over how to use the referral tab in the Core Portal

Referrals can be accessed/entered from several areas:

- 1) From the dropdown menu → Referral → options to add or search for a referral
- 2) From the injury profile itself → Click on the referral tab → “+ Add” button



Injury Status: Current Reinjury?

General Injury Info | Injury Desc/How | Contacts

Name: Guest, Player Side: Left
Body Part: Ankle MOI:
 Bypass body part filter for inj/ill? SMOI:
Inj/III 1: Anterior Tibiofibular Syndesmosis Inj: 7/31/2020
Inj/III 2: Rpt: 7/31/2020
Inj/III 3: Rtrn Play: Days: 0
 Private Record Resolved: Days: 0
EMS Required? Season Ending?

Happened During:
Playing Surface:
Athletic Trainer: Ashley Sham
Team: Coed Guest Team
Insurance Status:
Event Type/Name:
Resolution:
Surgery Required? Surgery Date:
AMA Signed? Paper Copy? Follow Up?
Review? Bypass NCAA/HS?

Modality | Meds | Rehab | Limit | Service | Notes/Staff Forms* | Evaluations

Concussion | Referral | eFiles | FM Evals | Notes | COVID-19 | Email | NCAA/HS

Referrals: **+ Add** Edit Copy Refresh

Date	Provider	Note
No records found.		

ATS - Referral Set Up and Usage

Choose who you are sending this too, a list of your medical providers will appear in the “To” dropdown. If you need to choose a particular physician click the “by” button the physicians available for the medical provider chosen will be available. Be sure to select a service and ensure the appropriate injury is in the “injury” box.

[Return to Injury](#)

Referral

Athlete:

Injury:

To:

Attention:

Referral Date:

Service:

Private Record

Referral **Note Type:**

Dear Dr.

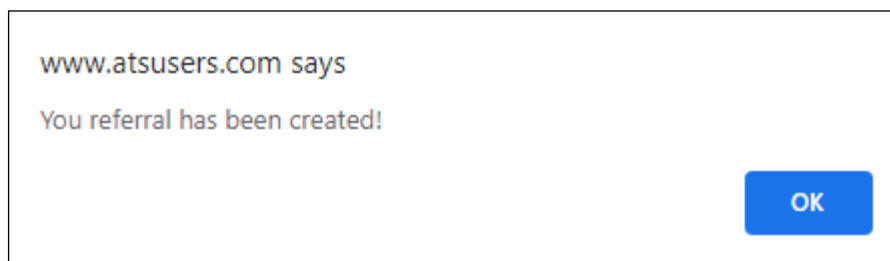
Student: Guest, Player Ankle

Student athlete at: Guest Team

For:
Player

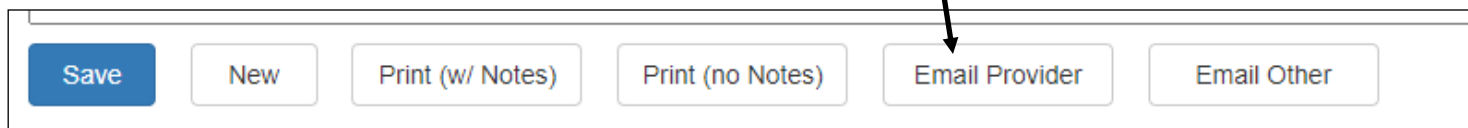
Injured on: 7/31/2020

You may include any type of note with this referral by selecting the appropriate type from the Note Type dropdown. Once you have completed filling in the information click “save”. You will receive a prompt that the referral has been saved and more options will appear at the bottom of the screen.

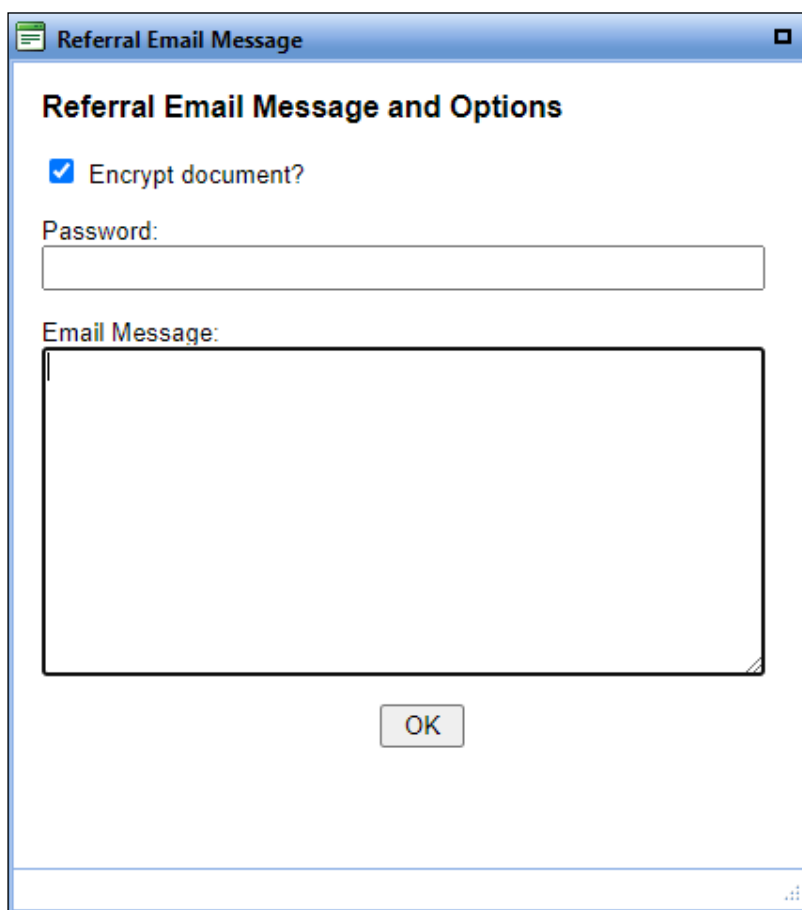
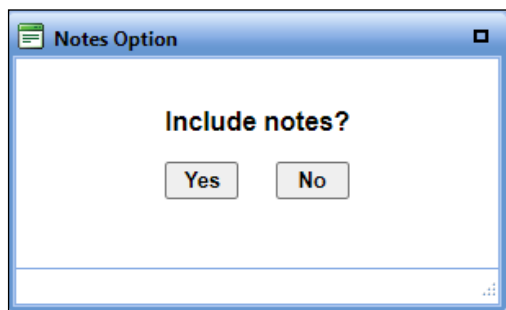


ATS - Referral Set Up and Usage

To email the referral click the Email Provider button that appears at the bottom of the screen after you save your entry.



Choose if you want to include the notes with this referral. The email message box will now load, enter any message you wish to include and then decide if you want to encrypt the document (we highly recommend that you do encrypt the document when sending). Be sure you have agreed on a password with the medical provider prior to sending the referral as ATS WILL NOT save the password.



You will receive a confirmation message when the email has been sent.

