

# ATS— Medication Set-Up, Usage

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## Medication Distribution Setup/Usage:

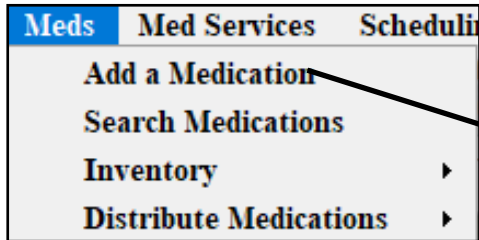
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## Managing Medication:

ATS allows you the ability to track medication distribution, where that be an OTC, or medication your physician has prescribed. You can customize and pre-set the information that loads when the medication is selected. This help doc will walk you through setting up and refining the list of medications and filling in the pre-set information. As well as usage across the ATS Desktop, Staff Portal and Staff Phone.



Customization, adding, removing medication is only able to be done through the ATS Desktop.

**Description=** Name of your medication. Trade name, generic, or other name.

**Type=** classification of the medication.

**Prescribed By=** Physician name, if you keep any prescription medication in your ATR, or if you are tracking medications as they are sent back from the physicians office with them.

**In use from=**Makes the medication active, inactive

**Dosage Usage=** how many and times per day. 1 T.I.D

**Unit Dosage=** amount of drug the medication is.

**Quantity Type=** Tabs, capsule, topical. You can also check it as an OTC

**STD Distribution QTY=** how many packs, pills, pumps any distribution is.

**Restock Point=** number to reorder supply at.

**Quantity on Hand=** how many packs, pills or measure you have remaining of the medication.

**Distribution Instructions=** instructions for staff to administer the drug with, to give reminders to athlete.

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## Search Medications

Once you get your list of medications entered, or if you want to remove a medication. Use the Search Medications menu option. This shows you a list of all the medication in ATS. Choose the entry you would like to edit, it will open the screen above, with the medication information included.

The image shows two overlapping software windows. The top window is titled "Choose the Medication..." and contains a search bar with a "Search" button and a list of medication names including Ambien, Bactrim DS, Bextra, Cataflam, Celebrex, Clarinex, Claritin-D 24 Hour, Darvocet-N, Daypro, Demerol, E-Mycin, Entex LA, Entex PSE, Flexeril, Guaifenesin/PSE, Ibuprofen, Ibuprofen OTC, Indocin SR, Keflex, Lomotil, Omade, Pen VK, Prednisone Dose Pack Heavy, Prednisone Dose Pack Lite, and Prevacid. The bottom window is titled "Medication" and displays the following information:

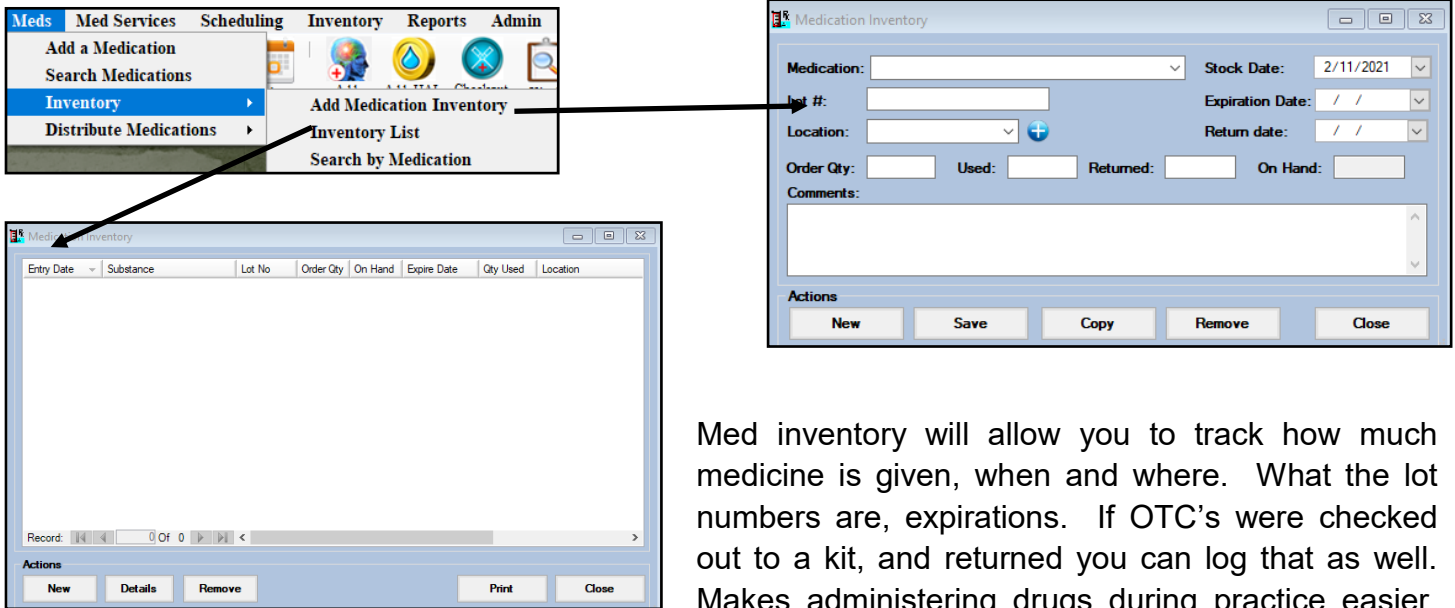
- Description: Ibuprofen
- In use from: 7/28/2006 to / /
- Type: ANTI-INFLAMMATORIES
- Dose Usage: 1T TID
- Unit Dose: 800 mg
- Prescribed by: Joe Public
- Qty Type: tablets
- OTC Medication:
- Qty on Hand: 0 tablets
- Restock Point is: 42 (Tablets, mg, etc)
- Std Distribution Qty: 21
- Distribution Instructions (max 4000 characters): Take 1 tablet by mouth 3 times daily with food.
- Actions: Search, New, Copy, Save, Remove, Close

Arrows from the "Search Medications" header point to the search bar in the top window and the "Ibuprofen" entry in the list. Another arrow points from the "Ibuprofen" entry to the "Description" field in the bottom window.

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## Managing Medication Inventory:

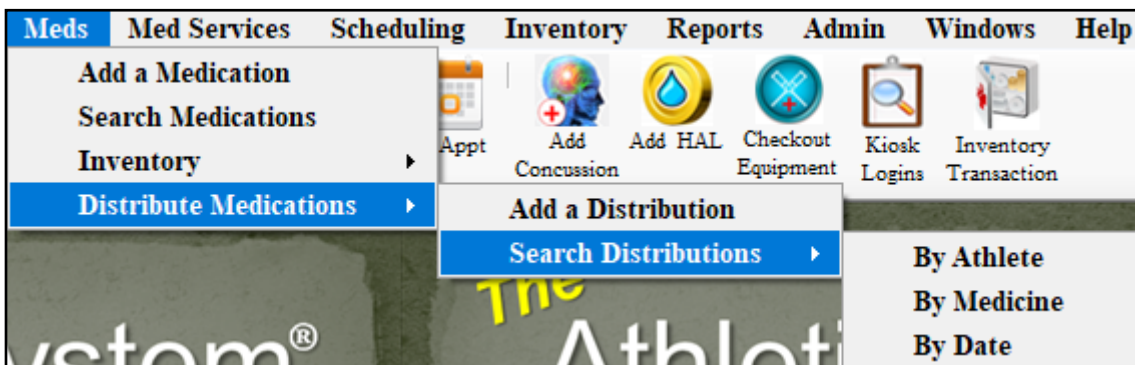
You have the ability with the medication to track it as its own inventory item. The transactions for each lot would give you those moving transactions.



Med inventory will allow you to track how much medicine is given, when and where. What the lot numbers are, expirations. If OTC's were checked out to a kit, and returned you can log that as well. Makes administering drugs during practice easier, because it can be logged via the Staff Phone, allowing you to log the medicine given during practices or games, rather than writing it down later

Once medicine is entered in the inventory maintenance area, you will see the corresponding medication logged in the screen above.

## Distributing Meds:



Distributions allows you to log the administration of the drug to your patients. Also, you can search any entry that was logged, to verify no other AT had given a dosage of medication.

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If you do not see the Medication tab, either the in the menu or athlete profile; speak with your system administrator to ensure you have proper privileges.

From the athlete profile, in the desktop select the Medication tab.

Like any menu in ATS, utilize the right side menu items to add, copy, remove or see details of the medication entries.

**Copy:** allows you to copy the selected entry, and modify the date or other associated information, if you give the same medication a future day.

**A new med entry=** Allows you to select the medication give to the athlete. If a lot number is applicable, the quantity given, if it was prescribed, by whom. What purpose, if it was for an injury, where you were, the date, and the date given. The instruction entered previously will populate. You can add comments as you see fit.

**Additional Info=** pulls the list of Alerts, allergies, or current meds from the athlete profile.

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## Medication Entry from the Daily Information Screen:

Utilizing the Daily Info Entry screen, allows you to quickly add your notes as needed, as well as if you have given any medication for that day, for an open injury. Selecting the athlete you have been working with, and select Med Dist. You are then able to enter the same information as going through the med distribution screen.

The screenshot displays the 'Daily Information Entry' window. On the left, there is a table of athletes with columns for days of the week (N, M, R, L, D, S, T, E, F) and colored cells indicating injury status. The 'Athlete' column lists names such as Bateman, Daniel; Billingsley, Don; Campbell, Julius; Clark, Billy; Davis, Crash; Falco, Shane; LaLoosh, Nuke; Smalls, Scotty; Streckfus, Joe; and Test, Testy. The 'Davis, Crash' row is highlighted in blue. Above the table, there are fields for 'Athletic Trainer' (Joe Streckfus) and 'Injured Athletes to Load' with various radio button options like 'All Injured', 'Kiosk Logins', etc. The main area on the right is titled 'Injury' and shows '12/06/2020 - Other Ankle Injury - Left Ankle'. A tabbed interface at the top of this area includes 'Notes', 'Modality', 'Rehab', 'Limitation', 'Med Dist' (which is selected and circled in black), 'Med Service', 'Strength', 'Equipment', and 'Referral'. Below the tabs are input fields for 'Substance', 'Location', 'Lot Number', 'Entry Date', 'Quantity', 'Distributed', 'Prescribed by', and 'Purpose'. There are also text areas for 'Instructions' and 'Comments'. At the bottom, there is an 'Actions' bar with buttons for 'Add Injury', 'New', 'Save', and 'Close', along with 'Print', 'Excel', and 'Refresh' buttons on the far left.

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## Staff Portal:

Adding medication to patient/athletes in the Staff Portal is similar to the Desktop version. Fill in any appropriate fields, when you select the medication, if entered it will autofill. As always save when you have completed your entry.

## Medication from the Medication Distribution tab:

The screenshot shows the ATS Staff Portal interface. On the left is a navigation menu with categories like Utilities, Athletes, Injuries, Notes, Modalities, Rehabs, Limitations, Evaluations, Medical Services, Concussions, and Medication Distribution. The 'Medication Distribution' option is highlighted. The main content area displays the 'Medication Distribution' form with fields for Team, Substance, Quantity, Prescribed By, Entry Date, Injury, Athlete, Lot Number, Dispensed By, Location, and Purpose. There are also 'Instructions' and 'Comments' text areas. A 'Save' button and a 'New' button are at the bottom. A red notification banner at the top right says 'You have 1 unread message.' The footer includes 'Database: ATS:JOE | Version: 1.0.0.0 Copyright © 2021, Keffer Development Services, LLC'.

## Medication from Athlete Profile:

After using the athlete search, select the athlete. And then the Meds tab in their profile.

Click add, and then fill in the medication details.

This block contains two screenshots. The top screenshot shows an 'Athlete - Austin, Steve' profile with various tabs: Athlete, Teams, Addr., Other, Communications, Addit. Info, Acad. Eligibility, Med Hist, Injury\*, Modality, Meds, Rehab, Limit, Service, Notes/Staff/Msg\*, Concuss\*, Ref, Insure\*, Emer, eFiles\*, FM Evals, Strength, and Comments. The 'Meds' tab is circled in red. Below the tabs is an 'Add' button, also circled in red. The bottom screenshot shows the 'Medication Distribution' form with the 'Athlete' field populated with 'Austin, Steve'. Other fields include Team (Men Sent by ATS), Substance, Quantity (Quantity (Tablets, mg, etc)), Prescribed By, Entry Date (2/18/2022), Injury, Athlete (Austin, Steve), Lot Number, Dispensed By (Joe Streckfus), Location, Distributed (2/18/2022 11:57 AM), and Purpose. There are also 'Instructions' and 'Comments' text areas.

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## Medication Entry from the Staff Portal Daily Information Screen:

As in the Desktop, you have the ability to enter medication from the Daily Info Screen, on the Staff Portal as well. You can access the Daily Info Screen from either by going to Utilities—> Daily Information Entry, or using the Icon.

A screenshot of the 'Daily Information Entry' form. At the top, there is a search bar with 'Athletes' and a 'Search' button. The main title is 'Daily Information Entry'. Below this, there are two sections: 'Entries for' and 'Injured Athletes to Load'. The 'Entries for' section includes fields for 'Date' (2/18/2022, 12:11 PM) and 'Athletic Trainer' (Joe Strecklus). The 'Injured Athletes to Load' section has a 'Filter' dropdown set to 'All Injured' and a 'Load Records' button. On the left, there is an 'Athletes' list with a grid of colored squares representing medication status for each athlete across days of the week (N, M, R, L, D, S, T, E, F). The list includes athletes like Balboa, Rocky; Bateman, Daniel; Billingsley, Don; Brown, Barry; Campbell, Julius; Clark, Billy; Davis, Aaron; Davis, Crash; Davis, Donnel; Davis, Jay; Falco, Shane; Franklin, Clifford; and Guest, Player. Below the list are 'Scroll Down' and 'Scroll Up' buttons. The right side of the form is a large purple-shaded area for medication entry. It includes a 'Substance' dropdown, a 'Location' dropdown, a 'Lot Number' dropdown, and an 'Entry Date' field (2/18/2022) with a 'Now' button. There are also fields for 'Quantity (tablets, mg, etc.)', 'Distributed' (2/18/2022 12:11 PM), and 'Now'. Other fields include 'Prescribed By', 'Purpose', a 'Private Record' checkbox, 'Instructions', and 'Comments'.

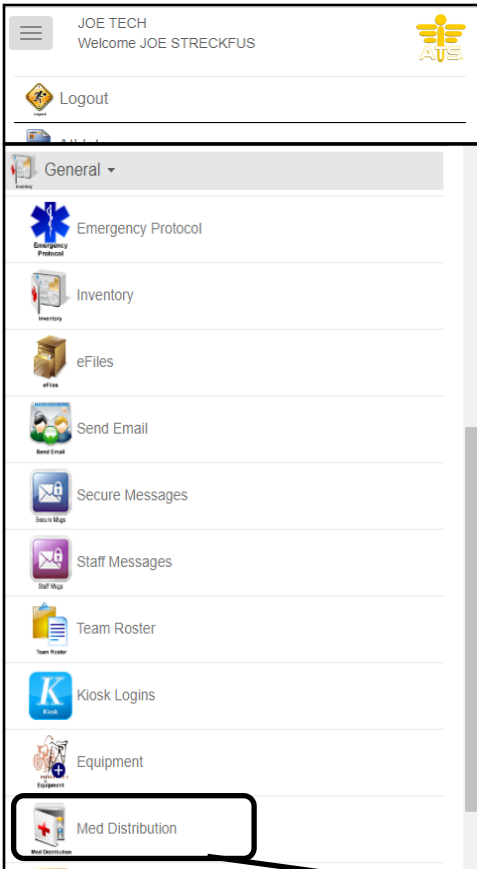


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## Staff Phone:

Entering medication distribution from your phone on the practice or competition settings, the bus, or the AT facility, you can eliminate the need for a medication sign out sheet by logging meds as they are handed out to your athletes from your smart phone.

There are two options, the first is by going to the Menu and going to the General tab and selecting medication distribution. Or set the icon as one of your top 12 hot buttons.



Organization:

Team:

Athlete:

Substance:

Lot Number:

Quantity:

Dispensed By:

Prescribed By:

Location:

Entry Date:

Distributed:

If you don't see the "quick" button, you can configure your hot buttons for it to be there. By going through the menu to General to My Info. Then select Smart Phone Icons

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## Viewing entered information:

<b>Reports</b>	<b>Admin</b>	<b>Windows</b>	<b>Help</b>
1. Team Reports			
2. Athlete Reports			
3. Coaches Reports			
4. Injury Reports			
5. Rehab Reports			
6. Modality Reports			
7. Rehab/Modality Reports			
8. Strength & Conditioning Reports			
9. Limitation Reports			
10. Service Reports			
11. Concussion Eval Reports			
12. Referral Reports			
13. Medication Reports			
14. Note Reports			
15. Athlete Form Reports			

You are able to run a variety of different reports to see medication that has been distributed, when medication is expiring, and how much inventory you have remaining. This could be useful for end of the year tracking and reorder of medication.

1. Distribution	
2. Expiration	
3. Inventory	

## Using the ATS Dashboard to review information:

Numbers of distributions are included within the ATS Dashboard. This serves to pull all of the data entered, currently, and previously, or historically. You can change the dates of info. The default dates come from you Site Info calendar. To access the dashboard, this is an Administrative task, ask your admin for access if you do not have it. Go through the Admin Tab—> Dashboard Statistics—> and then you can choose the dashboard or any of the associated reports.

<b>Admin</b>	<b>Windows</b>	<b>Help</b>
Site Info		
Add/Update Teams & Organizations		
Users		
Maintenance		
Import Cross-Walk		
Dashboard Statistics	Dashboard Statistics Screen	
Data Miner	Dashboard Report for Team(s)	
Injury Analytics Reporting	Dashboard Report for Organization(s)	
ROI Report	Dashboard Report for User(s)	
Athlete Security	Dashboard Report for Region(s)	

**Joe Tech**  
Information Dashboard

All Athletes: 45	Injuries Period total: 59 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 66	Referrals Period total: 3 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 3	Appointments Period total: 3 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 435
Active Athletes: 45	Modalities Period total: 68 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 69	Rehab Period total: 19 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 19	Notes Period total: 48 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 51
Teams: 11	Limitations Period total: 12 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 13	Concussion Evals Period total: 12 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 13	Medical Services Period total: 4 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 4
Users: 8	rFiles Period total: 49 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 60	Medicine Distributions Period total: 5 Last 30 days: 0 Last 60 days: 0 Last 90 days: 0 Historical: 6	
Kiosk Logins: 222			

**Filters**  
 Start: 7/21/2020 End: 7/ 1/2021 Today   
 Filter: Value: