

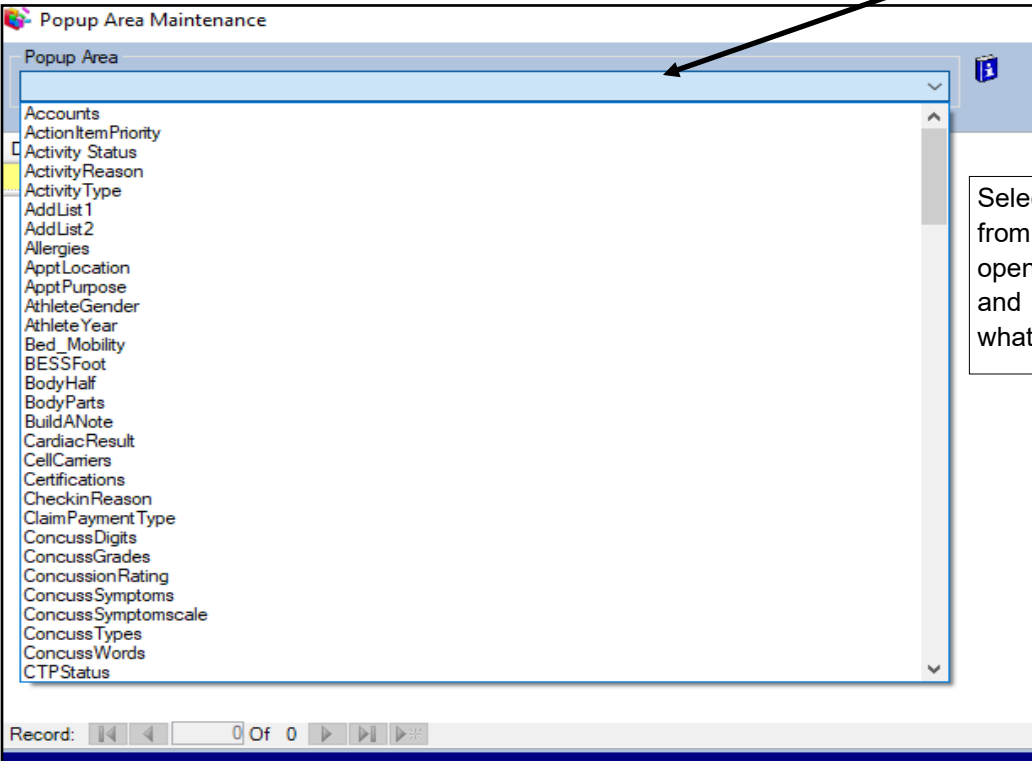
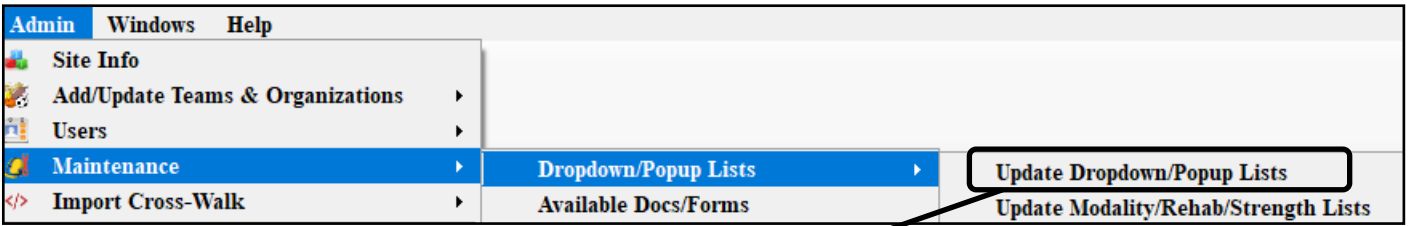
The Maintenance Tab in ATS allows you to change, edit and update several of the options within ATS. This is where you can customize your drop down list, add and edit electronic forms and other documents, update protocols and much more. This doc will go through each individual sub-function separately.

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The screenshot shows the main menu of the ATS software. The 'Maintenance' menu item is highlighted in blue and expanded to show a list of sub-options. The sub-options include: Dropdown/Popup Lists, Available Docs/Forms, Note Types & Templates, Quick Contact Types & Templates, Athlete Forms, Staff Forms, Medical Staff/Coaches Forms, Protocols, Concussion Prompts, Medical Providers, Insurance Companies, Vendors, ICD Code Table, and Staff Pre-Participation Questions. Other menu items visible include Admin, Windows, Help, Site Info, Add/Update Teams & Organizations, Users, Import Cross-Walk, Dashboard Statistics, Data Miner, Injury Analytics Reporting, ROI Report, Injury Updates Needed (Admin View), Athlete Security, Drug Testing, Athlete Utilities, Injury Utilities, Scheduling Utilities, Inventory Utilities, and Update Athlete Years.

Dropdown/Popup Lists:

Dropdown/Popup Lists is the control area to edit most of the areas of ATS. This allows you edit the dropdown areas within the system so they fit what you need. Some examples are changing Athlete Years from Fr,So,Jr,Sr to Graduation years or adding customizing the rehab or modality lists.



Select the area you want to edit from the popup area list. This will open the corresponding list. Choices and items will vary depending on what is selected.

Description	Abbrev	NCAA/HS Year	Sort	Active	Last Used	Athlete See	Import/Sync
Freshman	Freshman	FR	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	9
Sophomore	Sophomore	SO	2	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	10
Junior	Junior	JR	3	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	11
Senior	Senior	SR	4	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	12
Transfer	TSF		5	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Transfer Jr	TSFJ		5	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Transfer Sr	TSFS		5	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Grad 2019	Grad 2019		11	<input checked="" type="checkbox"/>			
Grad 2020	Grad 2020		11	<input checked="" type="checkbox"/>			
Grad 2021	Grad 2021		11	<input checked="" type="checkbox"/>			
Grad 2022	Grad 2022		11	<input checked="" type="checkbox"/>			
Grad 2023	Grad23		11	<input checked="" type="checkbox"/>			
Grad 2024	grad24		11	<input checked="" type="checkbox"/>			
Grad 2025	grad25		11	<input checked="" type="checkbox"/>			
Grad 2026	Grad26		11	<input checked="" type="checkbox"/>			

Required information to save an entry is: **Description, Abbreviation, a sort number** and to check it as **active**.

Last used will make it inactive and provide the time it was last used for historical purpose.

Dropdown/popup List continued:

Paperwork							
Description	Abbrev	Sort	Active	Last Used	eFile Type	Form X-Walk	
			<input checked="" type="checkbox"/>		0		...
Baseline Concussion	Bconc	0	<input checked="" type="checkbox"/>		0		...
COVID Screening	Covid	0	<input checked="" type="checkbox"/>		Pre-Arival COVI...		...
HIPAA	HIPAA	0	<input type="checkbox"/>		Private Health R...		...
Insurance agreement	INS	0	<input type="checkbox"/>				...
Insurance Card Back	Ins Back	0	<input checked="" type="checkbox"/>		Insurance Card
Insurance Card Front	Ins Front	0	<input checked="" type="checkbox"/>		Insurance Card F...		...
Participation Form	Pre Part	0	<input checked="" type="checkbox"/>		0		...
Sickle Cell Results						* 29 Medical Consent	...
						* 12 College Sickle Cell with video	...
						Trait Verification Waiver Form	...

Some Lists an x-walk section. That is useful for connecting forms or others to the entry in ATS. In the example it is linked to from an athlete fillable electronic form, to the paperwork entry in their profile.

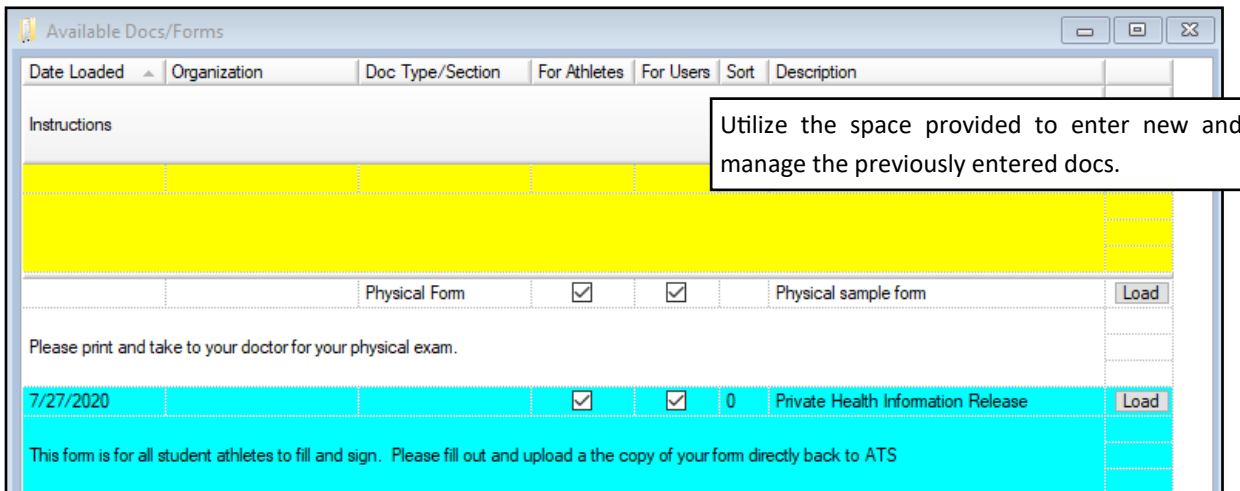
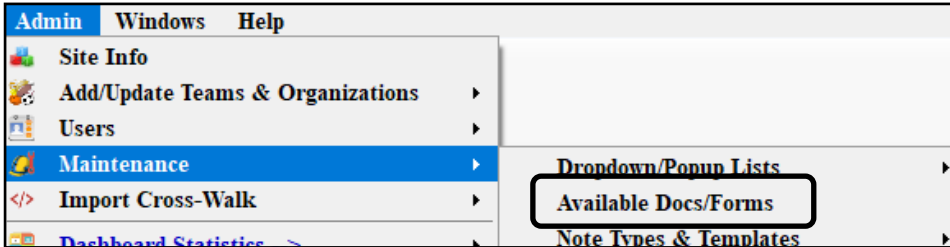
Modalities									
Description	Abbrev	HS Rehab/Modal	Cost Amount	Sort	Active	CPT Code	Treatment	Last Used	Athlete See
Ace Wrap	ace	Wrapping	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
Active Range of Motion	AROM	0	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
BioCryo Compression	BioC	Cryocuff	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
Cast	Cast	0	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
Cold Whirlpool	CWP	Cold Whirlpool	\$0.00	1	<input checked="" type="checkbox"/>	97022	0		<input checked="" type="checkbox"/>
Combo - us/es	combo	Electrical Modality Other	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
contrast (hot/cold)	contrast	Contrast Bath	\$0.00	1	<input checked="" type="checkbox"/>	97034			<input checked="" type="checkbox"/>
cryocuff ankle	ccankle	Cryocuff	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
cryocuff elbow	ccelbow	Cryocuff	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
cryocuff knee	ckknee	Cryocuff	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
cryocuff shoulder	ccsh	Cryocuff	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Electrical Stimulation- Inter...	Stim2	Electrical Stimulation	\$0.00	1	<input checked="" type="checkbox"/>	97014	0		<input checked="" type="checkbox"/>
Electrical Stimulation- PreMod	Stim1	Electrical Stimulation	\$0.00	1	<input checked="" type="checkbox"/>	97014	0		<input checked="" type="checkbox"/>
Electrical Stimulation- Russi...	Stim3	Electrical Stimulation	\$0.00	1	<input checked="" type="checkbox"/>	97014	0		<input checked="" type="checkbox"/>
Electrical Stimulation: High ...	Stim4	Electrical Stimulation	\$0.00	1	<input checked="" type="checkbox"/>	97014	0		<input checked="" type="checkbox"/>
Game Ready	GR	Intermittent Compression	\$0.00	1	<input checked="" type="checkbox"/>	97016	0		<input checked="" type="checkbox"/>
Heat	Heat	Hot Pack	\$0.00	1	<input checked="" type="checkbox"/>	97010	0		<input checked="" type="checkbox"/>
Heat Pack	HeatPack	Hot Pack	\$0.00	1	<input checked="" type="checkbox"/>	97010	0		<input checked="" type="checkbox"/>
Ice	Ice	Ice Bag	\$0.00	1	<input checked="" type="checkbox"/>	97010	0		<input checked="" type="checkbox"/>
ice bucket	icebucket	Slush Bath	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
ice cup	icecup	Ice Massage	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

The example above is the Modality List. It shows that you can assign cost amounts, CPT codes or links for treatment. The last column, show that there is an Athlete See option, that makes the entries visible on the athlete portal.

Available Docs/Forms:

This area allows you the ability to upload documents for your athletes, and/or staff to access. These files could be a physical, or forms you want the athlete to complete and bring back to you.

For more details on how to specifically use this section, please see the help doc [Uploading Documents](#).



Note Types & Templates:

This section allow you to add different names of notes in the dropdown list. Once you add new note types, you can then create Note Templates. You can utilize those to prefill information in the note type. You can also utilize the [Key Phrases](#) and [Field Tags](#) in the template to expedite and accurately add information to the note. For detailed explanation on how to add new note types and templates please see the [Note Types/Templates](#) help doc.

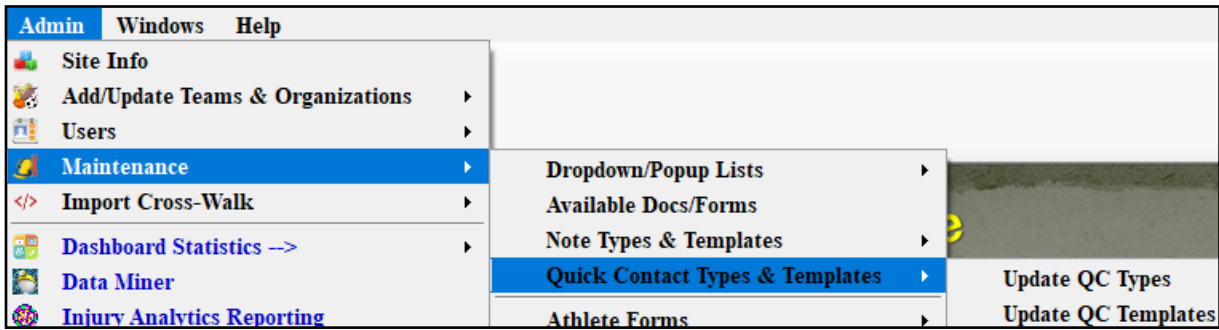
The screenshot illustrates the process of managing note types and templates. It shows the main application menu with 'Maintenance' selected, leading to 'Note Types & Templates'. Below this, the 'Popup Area Maintenance' window is visible, showing a dropdown for 'Note Type'. The 'NoteTemplates' window is open, displaying a list of existing note types on the left and a detailed view of a 'SOAP Note' template on the right. The template view includes fields for 'S: <ANAME>', 'O:', 'Bony Palpation', 'Soft palpation', 'AROM', 'PROM', 'MMT:', and 'Speical Test:'. At the bottom of the 'NoteTemplates' window, there are buttons for 'Previous', 'Next', 'Remove', 'Save', 'Clear Template', '+Tag', and 'Close'. A warning message at the bottom of the window states: 'Protected health information should not be emailed. Keffer Development Services, LLC is not legally responsible for the content of notes or emails.'

Equipment Templates:

Equipment Templates are designed to allow you to prebuild note templates specifically for preventative maintenance, equipment inspections or AED monthly checks. For more info on those please review the [preventative maintenance](#) help doc.

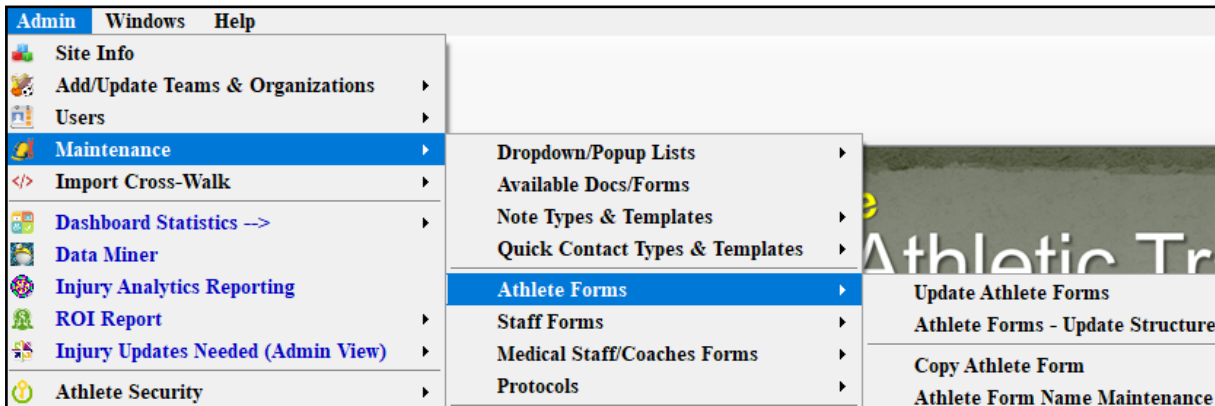
Quick Contact Templates:

Quick Contact Templates are templates that can be added to ATS to be utilized in conjunction with [Secure Messaging](#). These are meant to standardize the communication within the secure messaging utility.



Athlete Forms:

Athlete forms allows you to build and customize electronic documents for your athletes to fill out. These are electronically signable documents. These can be informational, or entire medical histories. For more information please see the [Athlete](#) Forms help doc. This menu, with ATS Update 11.22.11.3 will direct you to the ATS staff portal.



Update Athlete Forms— This is where all of the question creation/editing is completed. For more information on how to create forms, please see the help doc for [Athlete Forms](#).

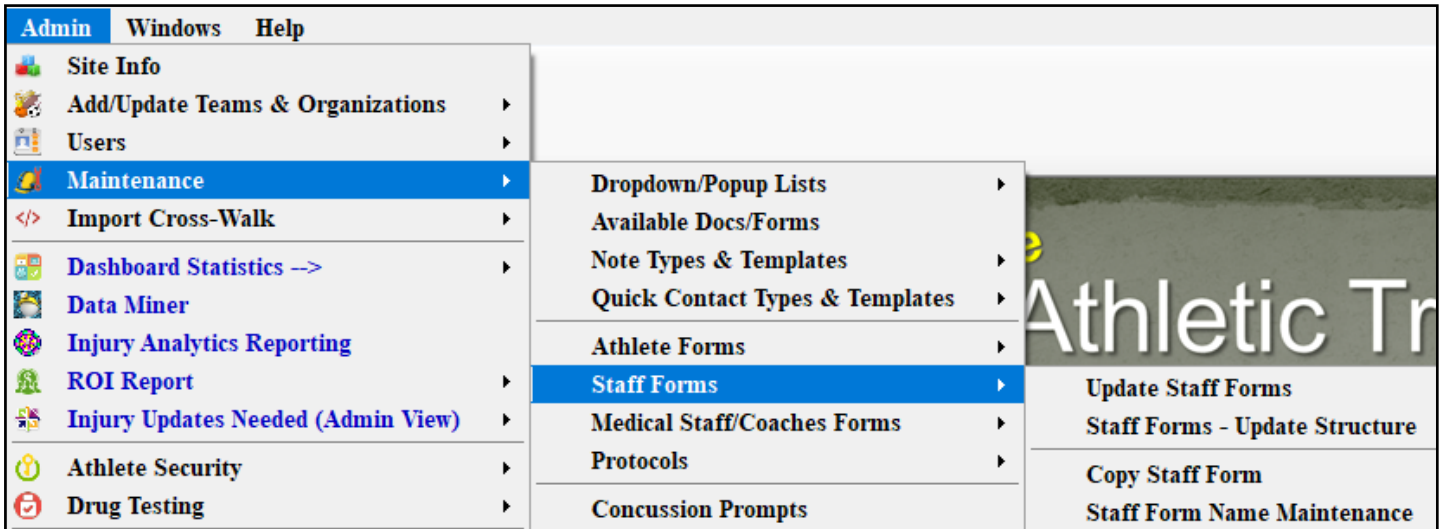
Athlete Forms– Update Structure—This utility allows you to see all of the organization of the questions their types and automatically update the structure/organization of the form. This is especially useful when you are going to add questions to a section of your form. For more information please see the [Update Form Structure](#) help doc.

Copy Athlete Form— This utility allows you to copy forms from the stock library ATS provides. There are roughly 100+ forms to choose from, copy to your database and customize. For more information on how to use the copy feature please see the [Copying Forms from Library](#) help doc.

Athlete Form Name Maintenance— This utility allows you to add, remove and otherwise customize the forms options that are associated to your database. This is the first step in creating a form, assigning a name and other associated required features. Whether or not it needs to be signed by patients/athletes. For more information on the Form Maintenance are, please see the [Athlete Forms](#)

Staff Forms:

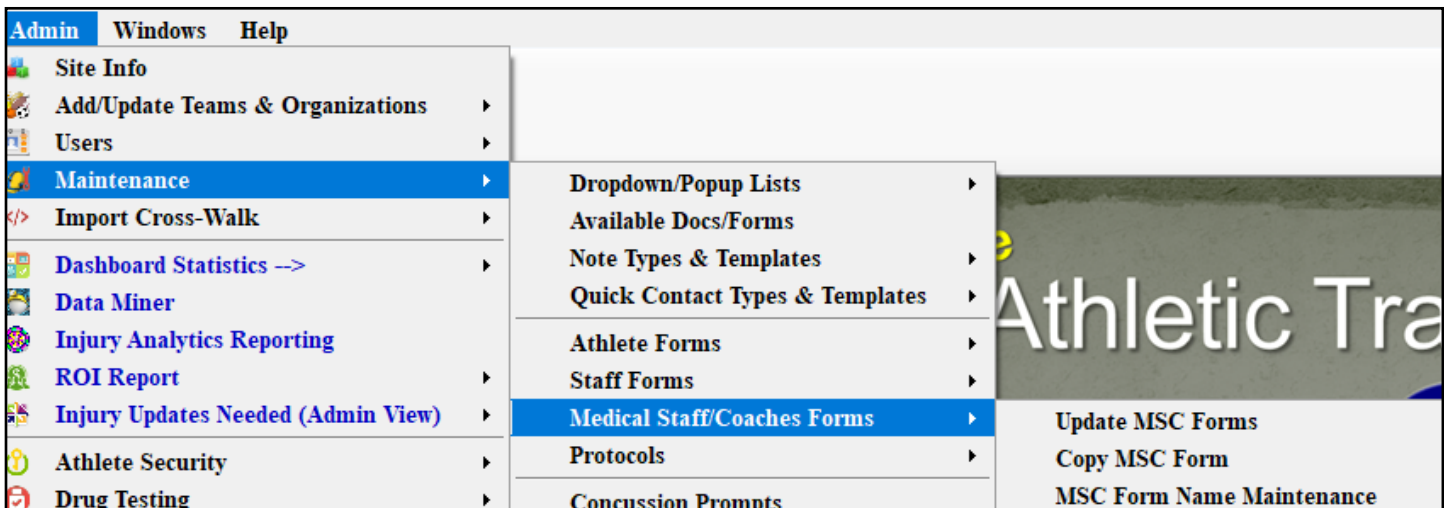
Staff forms allows you to build and customize electronic documents for your staff to fill out. These are electronically sign able documents. These can be standardized evaluations, or useful for billing and getting a plan of treatment on record that your physician can sign off on. The submenu utility options function the same as the athlete form creation utilities.



For more specific information on how to use and create staff forms, please see the help doc [Staff Forms](#).

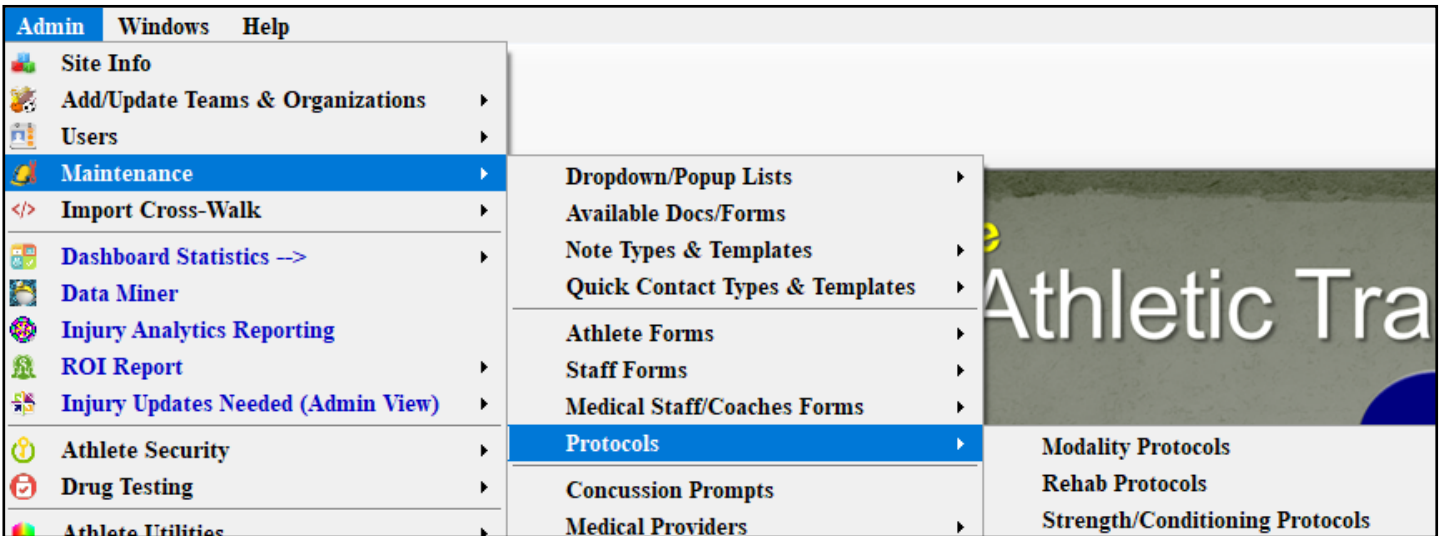
Medical Staff/Coaches Forms:

Allows you to build forms for coaches or other users to fill out that may not have access to Staff Forms. These are accessible through the Staff Portal and the Staff Smart Phone. Please see the [MSC](#) help doc for more information.



Protocols:

Allows you the ability to build customized treatment, rehab and strength/conditioning protocols. These can be utilized by the staff members as they are building a session; they are also available through the kiosk, athlete portal and athlete phone. The athletes, can have the ability if granted, to choose protocols.

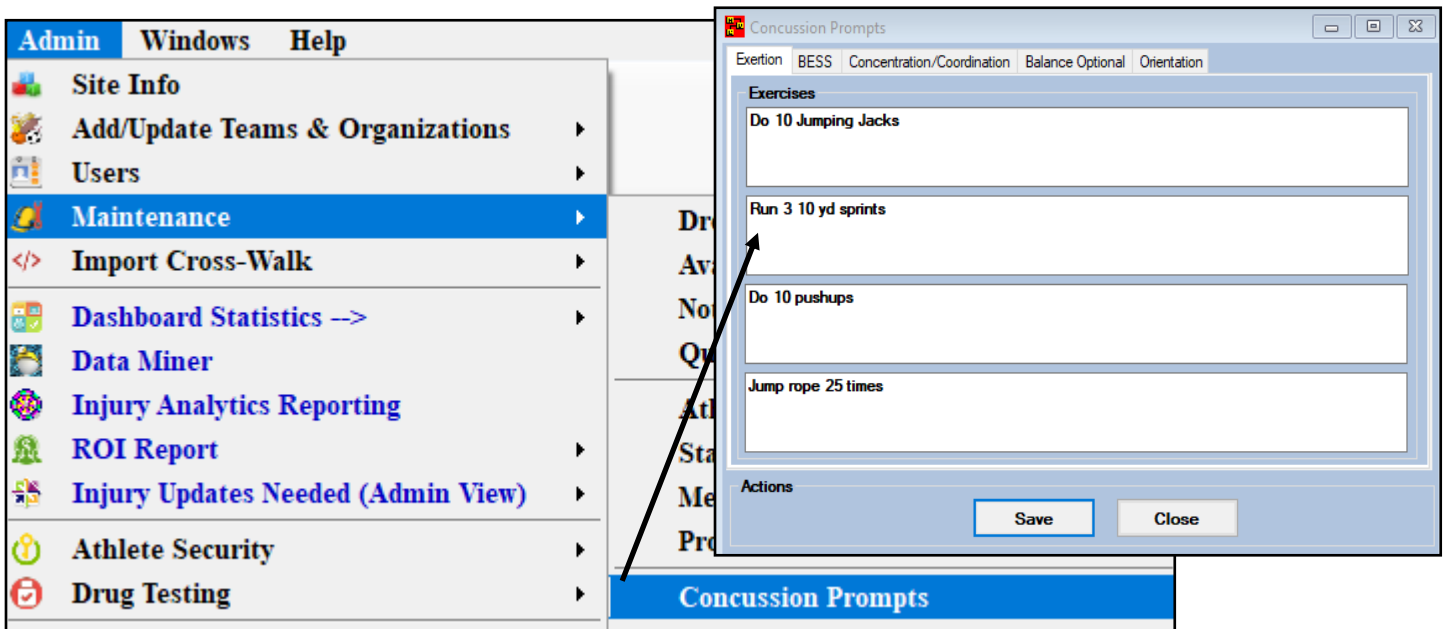


For more specific details about see the help docs for [Modality Protocols](#), [Rehab Protocols](#), [Strength/Conditioning Protocols](#).

Concussion Prompts:

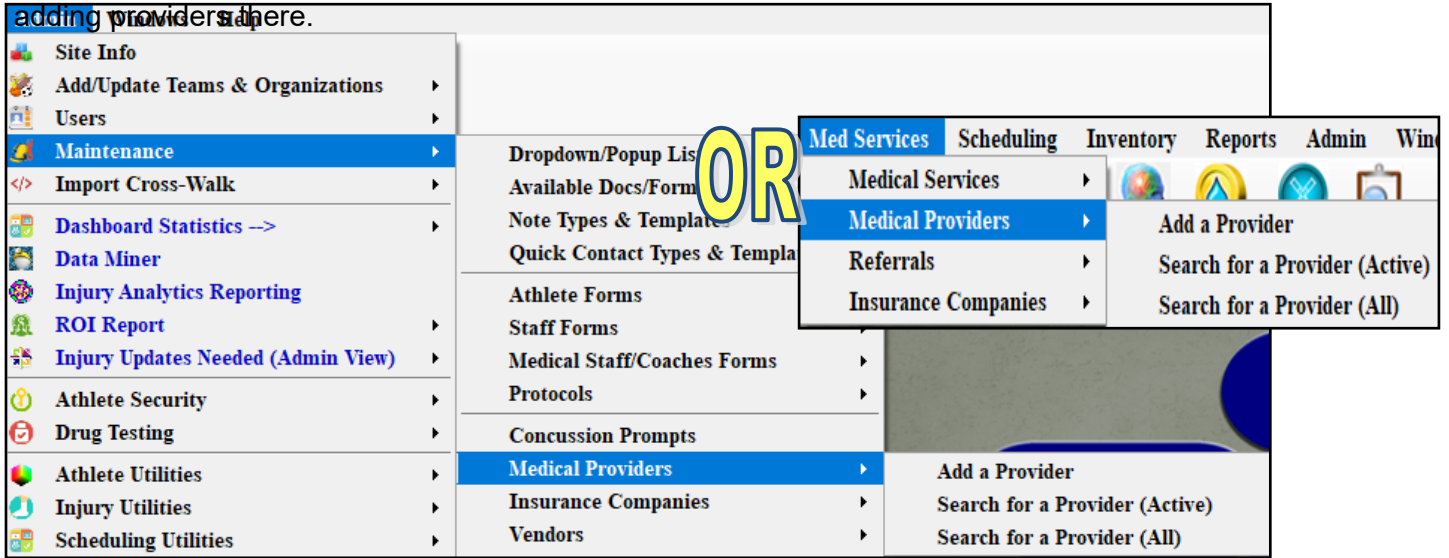
Allows you the ability to customize some of the other features of the concussion evaluation module.

This based off of the SCAT 5 and we DO NOT Recommend editing.



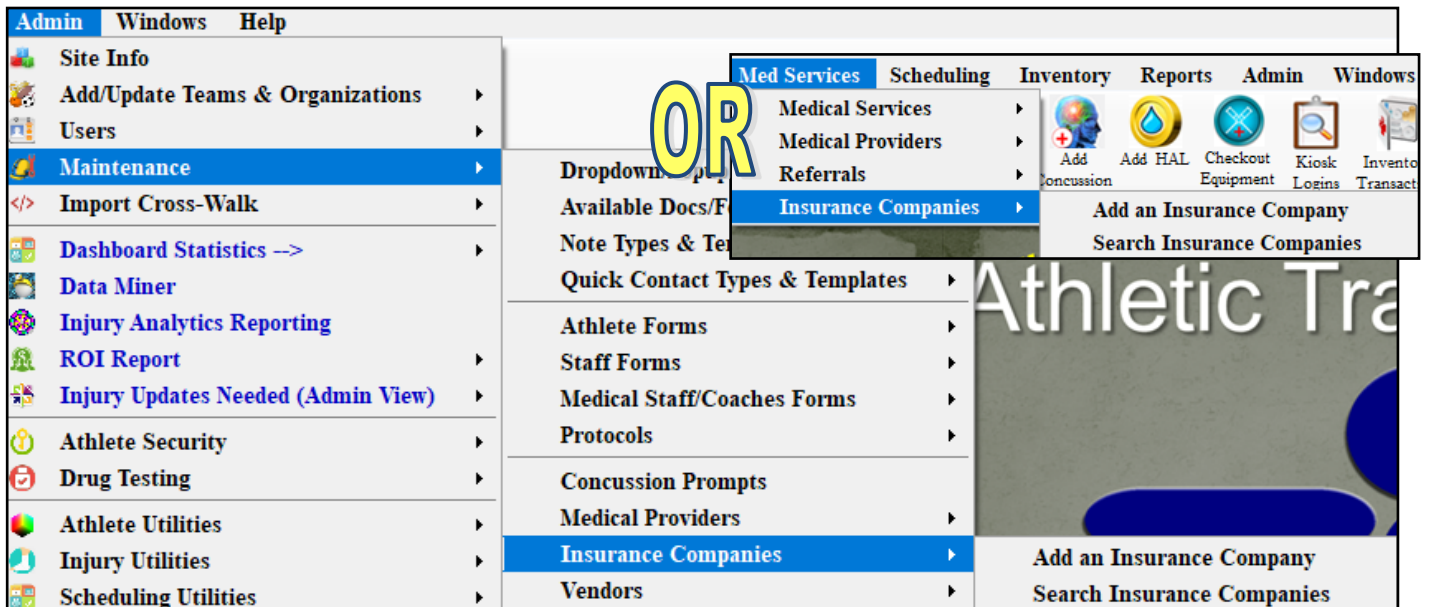
Medical Providers:

This tab allows you to add medical providers, physicians, clinics, hospitals to your ATS database. You are able to add or search providers from here as well. This is the same list as using the Medical Services tab and adding providers there.



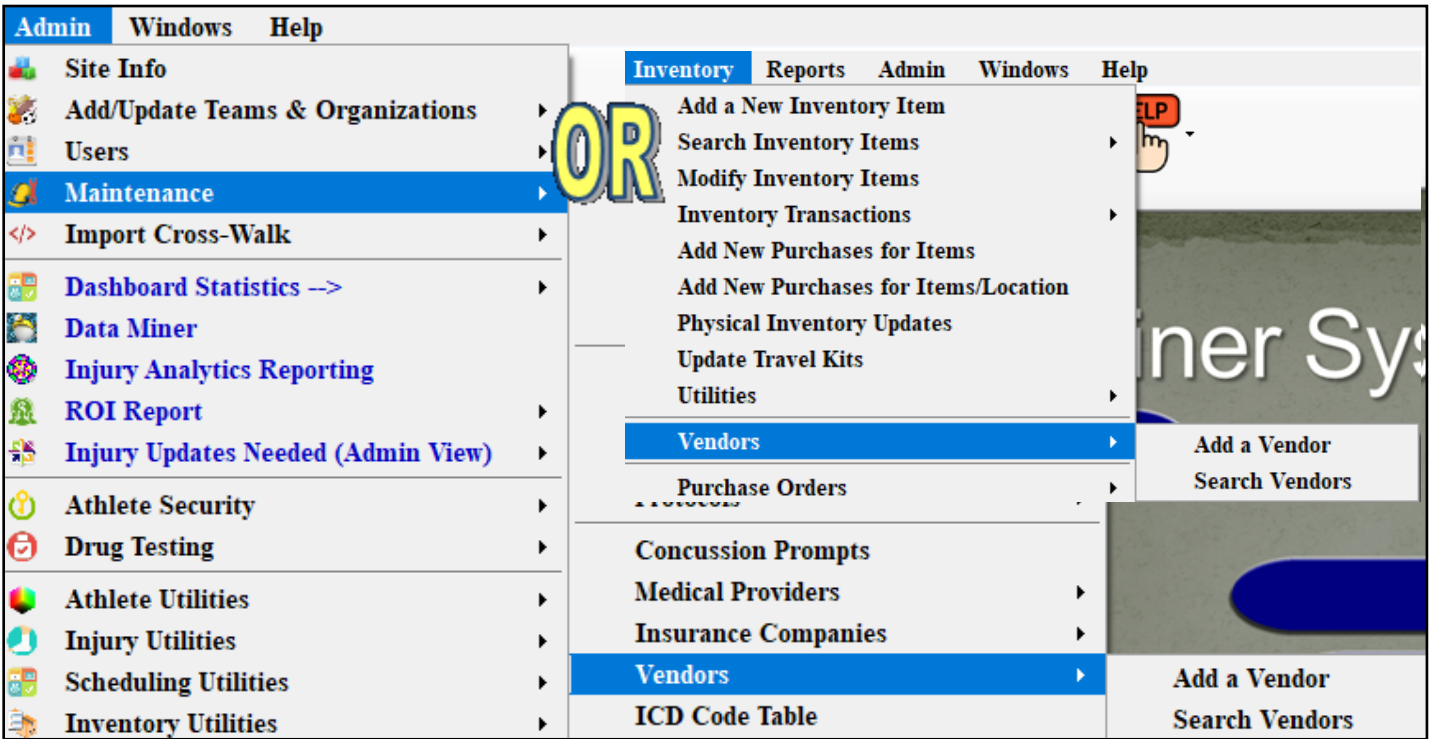
Insurance Companies:

This tab allows you to add/search insurance companies to your database. After adding, they are accessible to athletes and the staff to utilize. This menu item can also be found under the Medical Services tab.



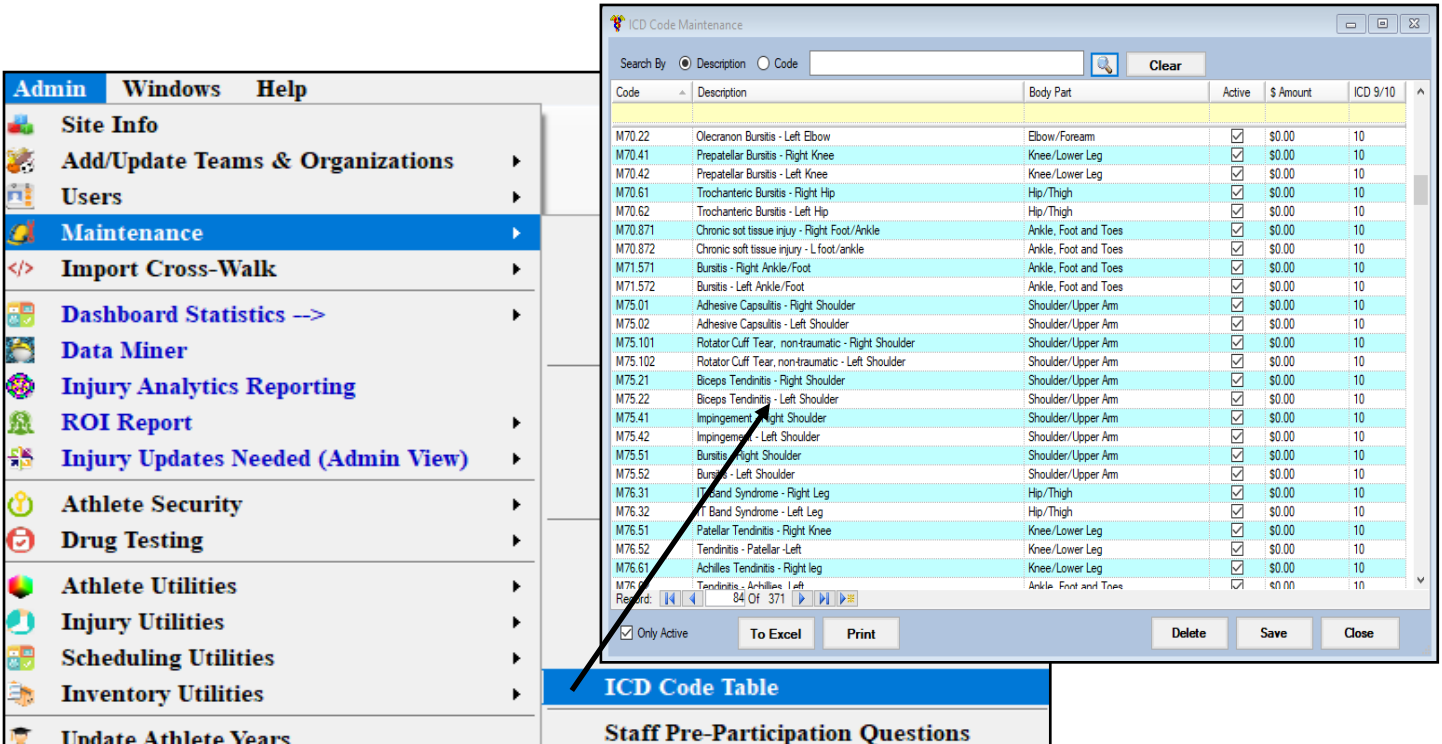
Vendors:

Adding a vendor is essential for tracking your inventory accurately. This ensures that the inventory module and functions associated there work correctly. You are also able to add/update the vendors through the inventory tab.



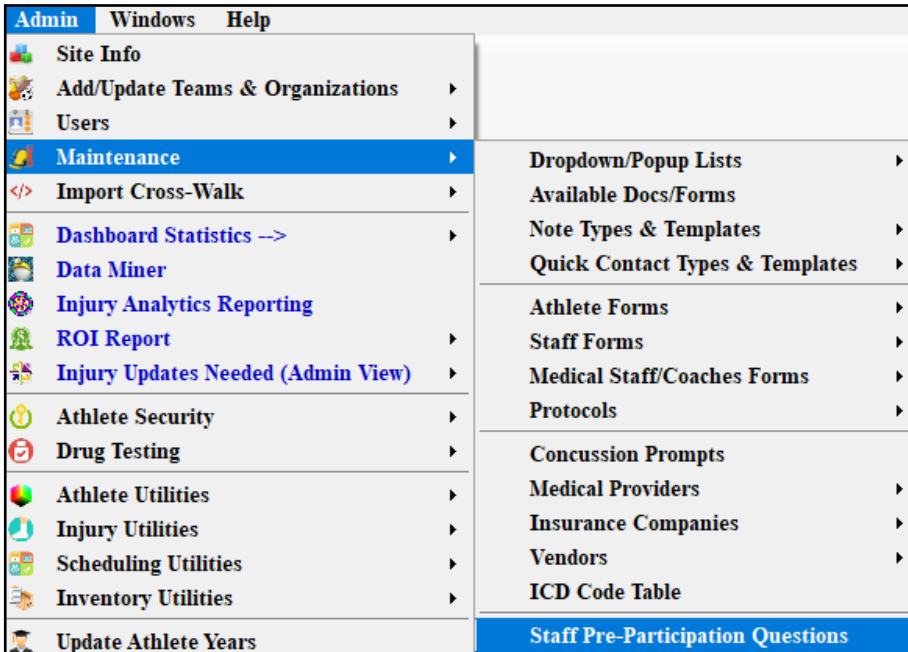
ICD Code Table:

The ICD code table represents the ICD 10 codes for billing. We have included several common codes. You can add to this list if/as needed. Do be sure to include all of the information for the code. This area works the same as the other maintenance list entries.



Staff Pre-Participation Questions:

These can be customized to be PPE questions, or could be utilized by a physician on site to provide their evaluation of the athlete. They can be marked normal or if there are other findings. Specific notes can be entered for each category that you would add to the section.



Section #	Sub #	Q #	Section Name	Subsection Name	Required	Active
Question Text						
1	1.01	1	Medical		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Appearance						
1	1.01	2	Medical		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Eyes/ears/nose/throat						
1	1.01	3	Medical		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing						
1	1.01	4	Medical		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lymph nodes						
1	1.05	5	Medical	Heart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rhythm						
1	1.05	6	Medical	Heart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heart sounds/murmurs in supine and standing						
1	1.05	7	Medical	Heart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peripheral oedema						
1	1.05	8	Medical	Heart	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Physical stigmata of marfan's syndrome						

Staff Evaluation for: Davis, Crash

Name: Davis, Crash Evaluation By: Joe Streckfus Date: 6/14/2021 5:25:24 PM

Questions highlighted in yellow are required to save.

Question	Normal
Notes, Explanation, Abnormal, etc.	Spell
- Medical	
- (none)	
Appearance	<input checked="" type="checkbox"/>
Eyes/ears/nose/throat	<input checked="" type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>
Lymph nodes	<input checked="" type="checkbox"/>

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The above screen is the question add/edit area. The one to the right is how the questions appear for staff to check and fill in any notes/explanations. This is also available on the staff portal.