

ATS— Sending a Form to an Individual to Complete.

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, Bary
- Campbell, Julius
- Clark, Billy
- Davis, Crash
- ...
- Falco, Shane
- Franklin, Clifford
- Grant, Kierra
- Gruff, 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

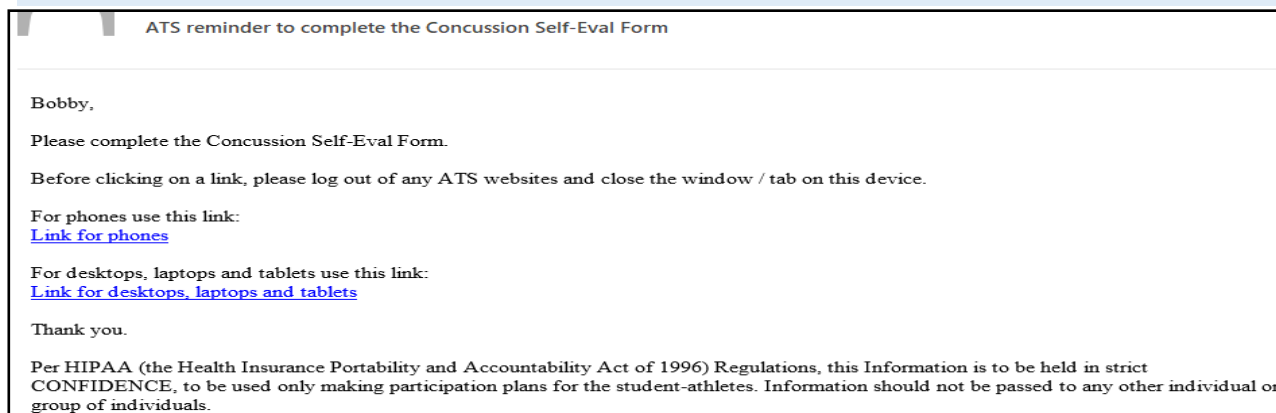
Choose the form...

Search

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

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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.

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> Insert Email form to complete 18 Concussion Symptom Diary at 4/29/2021 4:25:32PM
Sent email for form to complete: 18 Concussion Symptom Diary
Crash.<br . <br . Please complete the COVID C 19 Athlete screening # C ~Form.<br . <br . Before clicking on a link, please log out of
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