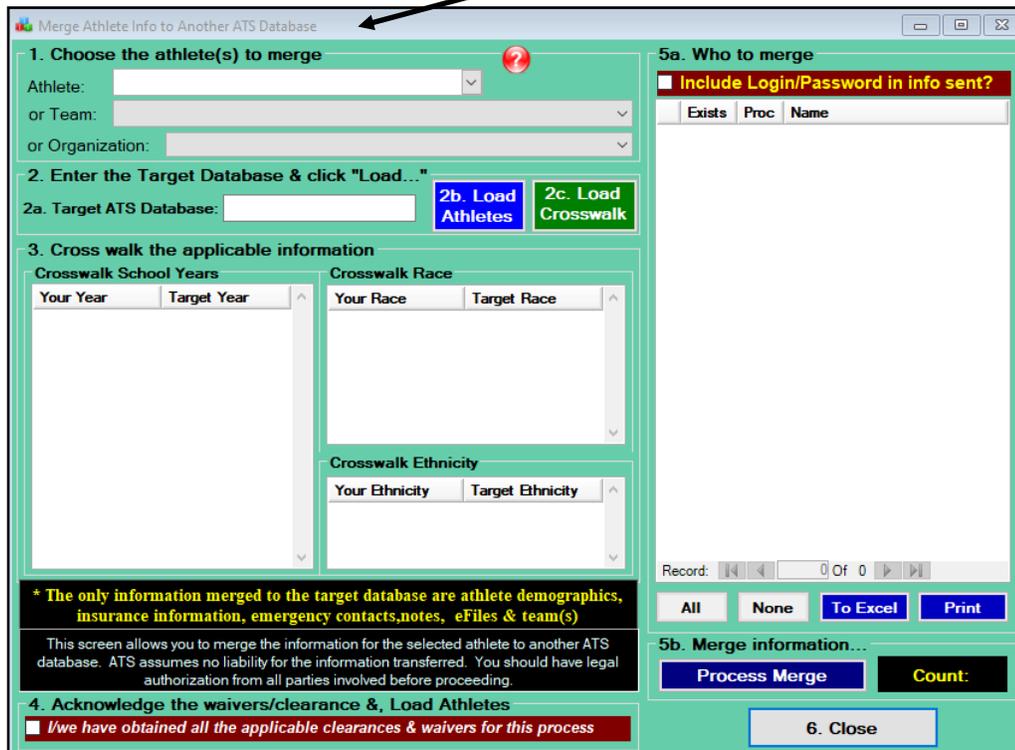
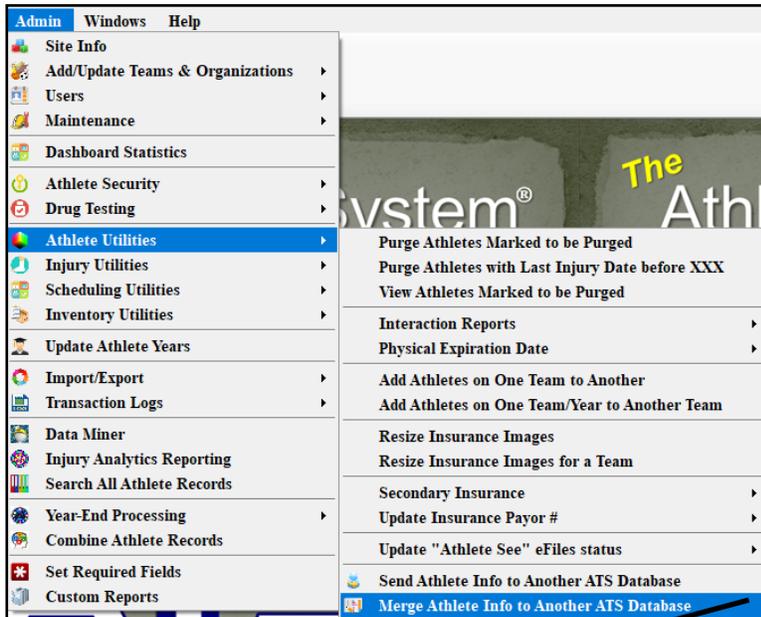


ATS— Athlete Merge

The Merge Athlete Function in ATS is designed to, allow you to migrate bulk amounts of patient/athletes, from an existing database to an existing database in large quantities. This function does have limitations of what information will be taken from the old ATS database and inserted into the new one.

This function is useful if an organization has been purchased, or coverage will be provided by another that both use ATS, and they want to have all of the patients/athletes under one umbrella rather than two separate databases.

The merge differs from the Send Function drastically. The Send Function was designed to move between 1-5 people to a separate database, should they transfer. For more details please see the [Send Function](#) help doc.



ATS— Athlete Merge

To begin the Athlete Merge you first need to complete the merge screen from the previous page. The individual portions will be explained individually/

1. Choose the necessary athlete/team/org filter to begin the merge process.

2. You must have the ATS Database that you will be merging with. Enter that info in **2a**. After that is entered, use the blue box, **2b**, to load the patient/athletes you are going to be sending, and **2c**, to load the crosswalk information.

3. You must crosswalk the information from your database to the database you are sending the information to. Doing the Crosswalk just means that you are creating a link between what your information is to what the database your sending contains. That ensures the information goes across accurately. Some information may automatically load, information that does not, will need to be entered manually.

ATS— Athlete Merge

*** The only information merged to the target database are athlete demographics, insurance information, emergency contacts, notes, eFiles & team(s)**

This screen allows you to merge the information for the selected athlete to another ATS database. ATS assumes no liability for the information transferred. You should have legal authorization from all parties involved before proceeding.

4. Acknowledge the waivers/clearance &, Load Athletes

I/we have obtained all the applicable clearances & waivers for this process

4. In order to protect information, we do ask you gain appropriate permissions from all parties involved when sending information to a new database. By checking the box you are saying you have the waivers needed to send the information electronically, and that you have the correct targeted database to send the information to.

5. After completing steps 1-4, the next step is to select the patients/athletes to send. **5a.** You have the option to select all, or select individuals. The three boxes beside the athletes, first one will check them to merge. If during the send process, they already **existed** in the merge to database they will get a check there, to prevent duplicate merging. **PROC**= they have been processed and sent to the new database.

5b. Is to processing the merge itself. After you ensured all the information before is correct, hit the process merge button. The count will show you the amount that has been processed.

| | Exists | Proc | Name |
|--------------------------|--------------------------|--------------------------|----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brown, Barry |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clark, Billy |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Davis, Crash |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | LaLoosh, Nuke |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Palledorous, Michael |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Porter, Hamilton |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rodriguez, Benny |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ruth, Baby |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Smalls, Scotty |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Streckfus, Joe |

Record: 0 Of 10

All None To Excel Print

5b. Merge information...

Process Merge Count:

6. Close

The following is the information that is included when you utilize the merge function.

- ◆ Patient/Athlete demographics come straight across and are inserted into the profile.
- ◆ Emergency Contact Information also comes across and is inserted.
- ◆ eFiles are also directly sent across.
- ◆ Insurance information including insurance cards.
- ◆ Notes. The only difference if there is an injury note, the injury will be included with the injury note rather than the injury coming directly across
- ◆ Sports and teams, if the team exists in the database they will be inserted, if it does not, ATS will create a team and add them to it.