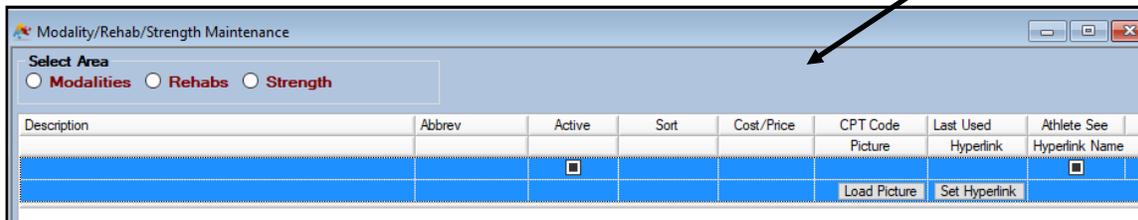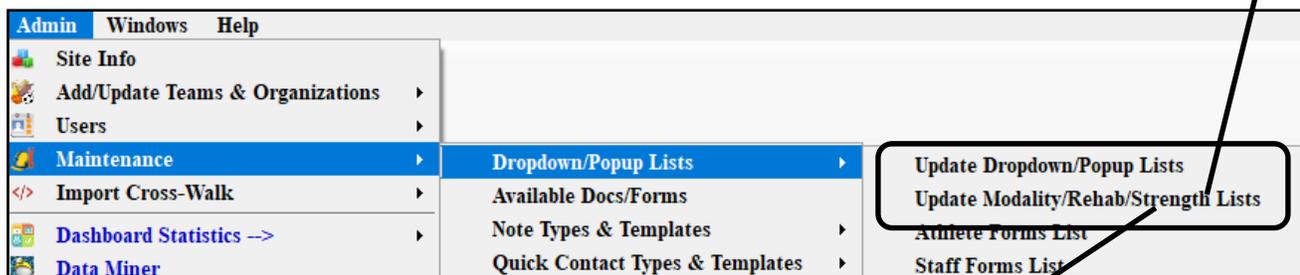# ATS - Modality Set Up and Use

ATS has many different ways for you to record the modalities that have been performed. Modalities can be entered as needed, or you can choose to use a preset modality protocol. If you do not see modalities you need to have in your database you are able to edit that list. To learn more about editing please see the help docs for Modality List and Modality Protocols. Those are both administrative tasks.

For more information on setting up a user account, and giving administrative access or partial administrative access to the lists, please review the User Account Setup help doc.

To edit the Modality list, you need to navigate through the Admin—>Maintenance—> Dropdown/popup lists—> Update Dropdown Popup lists *OR* Update Modality/Rehab/Strength list. As detailed in the help doc, the Modality/Rehab/Strength list will allow you to configure default sets, reps and time of rehabs/treatments. Please set up the your exercises, modalities prior to entering, or building protocols.

Customize your lists to fit your needs. As always, we suggest you do **_not delete_** any entry, rather make it inactive to preserve any historical records that may be attached to it.

After you complete your customization, you are ready to utilize the lists for documenting through all platforms of ATS.

ATS - Modality Set Up and Use

Modality Use in the ATS Desktop:

The ATS Desktop offers may different avenues to document a modality. Choose the way you prefer to access the athlete, injury or input modalities.
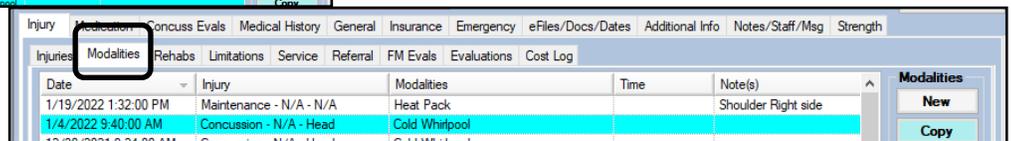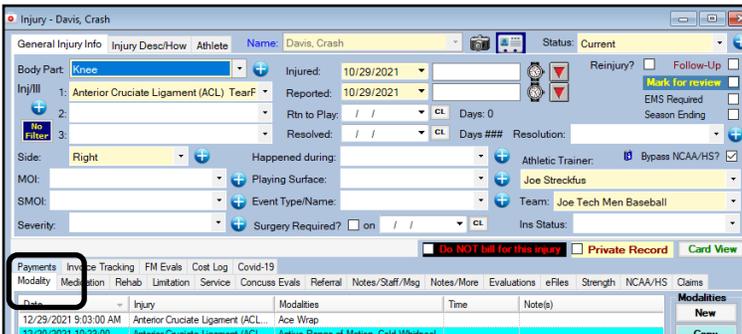
Points of access include:

The Modality Menu:

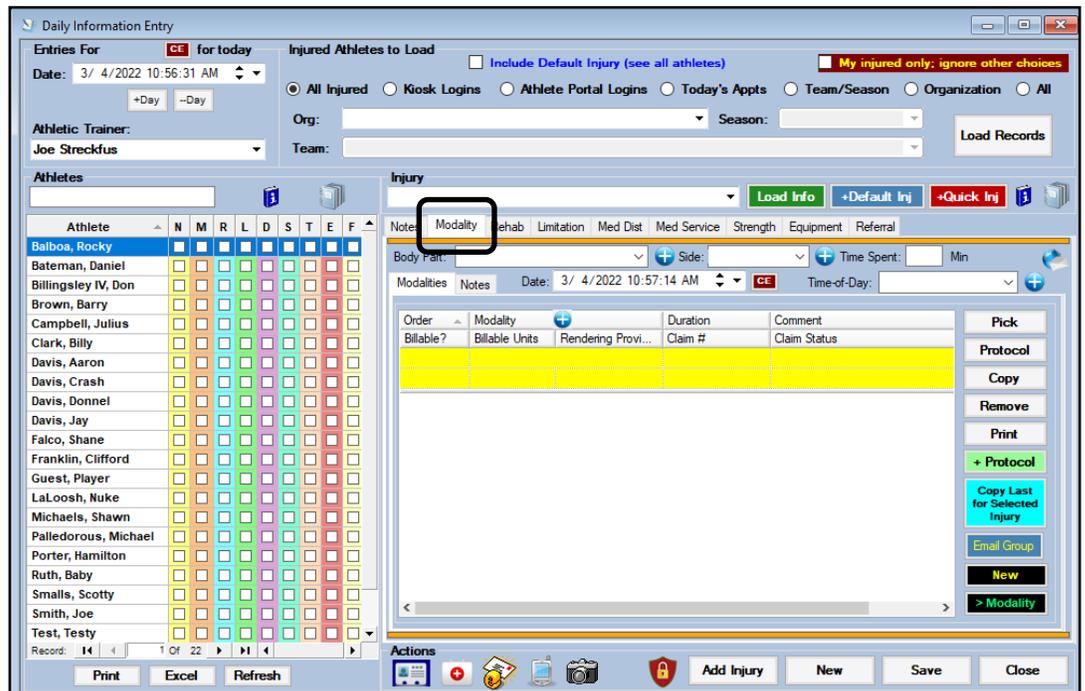**The Athlete Profile/Injury Profile:**

Use the Modality tab and the New button on the side to start a new entry.

From the Daily Information Entry Screen:

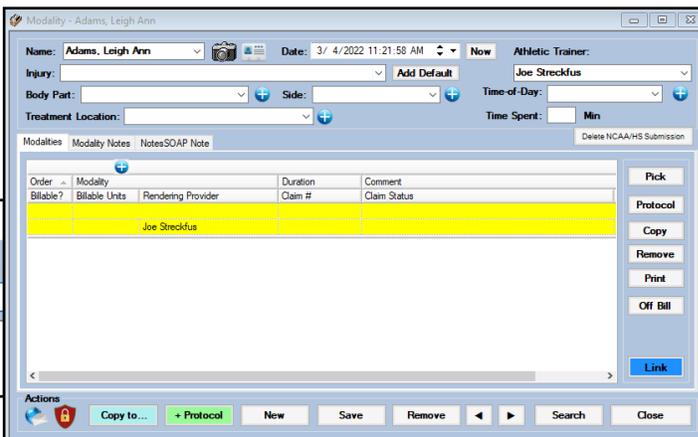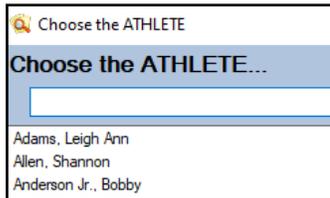Choose the athlete you are entering the treatment for, when the injury details load, enter in the lines below.
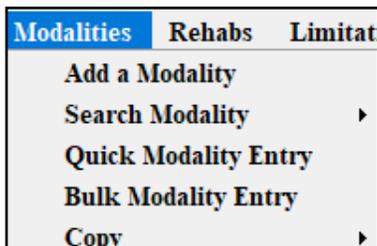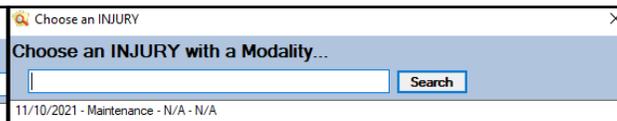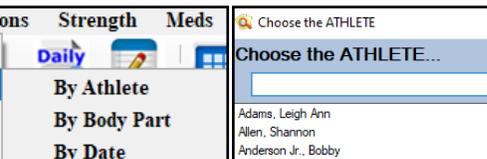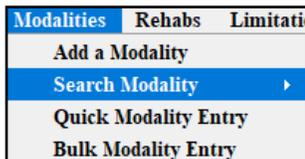
ATS - Modality Set Up and Use

Entering Treatment from the Modality Menu:

The Modality Menu allows you to manage all aspects of modality entry. You can add a new modality, search for a modality that was completed, Add a Quick modality, Bulk modality or Copy to the same person or a different athlete.

As a reminder, Required Information prior to saving is: Name, Date, Athletic Trainer, Injury, Body Part, and Side. Optional fields are: Time of Day, Time Spent and Treatment Location.
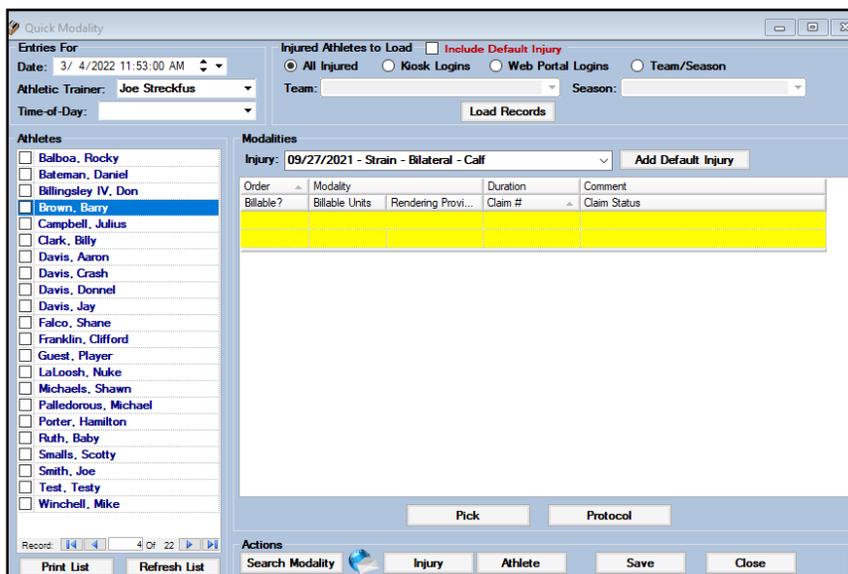
Choose the athlete from the list to enter the modality and then fill in the required information.

Searching a modality will allow you to filter between, athletes, the body part, or a date. You choose the athlete/body part/date, the injury and then can select the specific modality date/time occurrence.

Quick Modality allows you to select an athlete you are working with and the injury and build the modality set for that session. Similar to the way the daily information entry screen works.
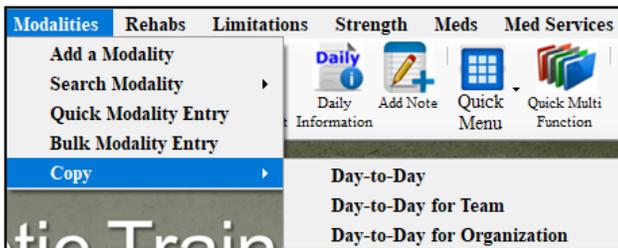
ATS - Modality Set Up and Use

Bulk Modality Entry

Bulk Modality allows you to enter modalities for multiple athletes at one time. For more specifics on the process, please review the Bulk Modality help doc.

The copy feature allows you to choose a day, a team, or organization to copy the modalities for. It will ask you to select the day to copy and the day to copy them to.

This Copy feature will Copy ALL modalities for that day, team or organization.

It does not do individual copies; that is available in the specific athlete profile.

ATS - Modality Set Up and Use

This portion of the doc will explain the buttons that are part of the modality entry screens. The example buttons are from the Daily Info, but buttons will work the same across all screens.

Pick allows you the ability to Pick from the list of modalities in your list. You can use the Control Key or the Shift Key to select multiples.

Protocol: allows you to choose a created protocol and insert into the athlete record.

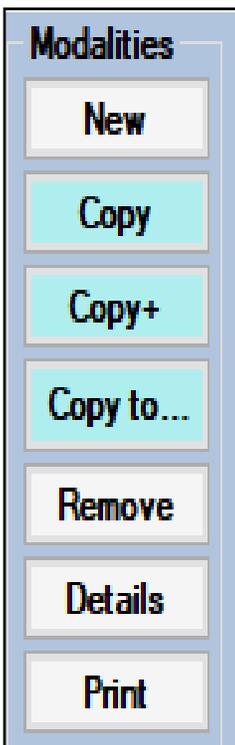**Copy:** allows you the ability to copy the created modality entry to another day.

Remove: will delete the entry

Print: will send the modality entry to the print screen.

+Protocol: If you have entered modalities and realize you would like to make that a protocol for the database, you can select the +protocol button to create a new   protocol on the fly.

Copy Last for Selected Injury: gives you the ability to copy the modality set for the injury that you have selected, if the athlete has multiple.

Email Group: will allow you to email the group that corresponds to that athlete. See group email set-up for more info

NEW: allows you to start a new modality from the injury/modality screen.

Copy: allows you the ability to copy the created modality entry to another day.

Copy +: allows you the ability to copy the created modality entry to a different day.

Copy To: allows you the ability to copy the created modality entry to another athlete that will be doing the same set.

Remove: will delete the entry

Details: will open the modality session

ATS - Modality Set Up and Use

Modalities on the Staff Portal:

Currently, we you are able to update the modalities on the Staff Portal. This will soon be unavailable while the menu is overhauled for overall functionality, to make it closer to the desktop.

To access the Dropdown/Poupup list in the Staff Portal, go through the Admin Tab—> Dropdown/Popup lists.

When the maintenance area opens, select Modalities from the Popup Area.

To add a new entry use the Add Item button. Enter the Description, code/abbreviation a sort number and make it active. You can enter the CPT code, if needed.

If you would like to edit the name of an entry, you can click the pencil and edit the entry, or if you are beginning a database you can use the Red X to delete the entry. Again, we do **Not Recommend** deleting an entry.

Entry from the Staff Portal:

As in the Staff Portal, there are many avenues to enter modality information, please use the one that you prefer to do so.

ATS - Modality Set Up and Use

Using the Icons in the Staff Portal:

The Icons in the Staff Portal, will allow the expedited data entry depending on which avenue you choose.

Daily Information Entry:

From the Daily Information entry screen, select the athlete, then the injury and modality tab. Complete the header information below and then save the info. That will create the session and open the modality entry.

After saving, you will see the Add Modality, Pick and Protocol buttons appear. Use them as you would in the desktop version to add the modalities from the appropriate tabs.

ATS - Modality Set Up and Use

Bulk Modality in the Staff Portal:

Using the bulk modality in the portal is similar to the Bulk Modality in the Desktop. Allowing you to quickly assign modalities to multiple individuals at one time from one screen.

On the bulk screen, choose the appropriate filters for the team if you need. Determine if you want it to go to the default injury first or an actual injury and then select your athletes And then the modality information, then select post.

Entering from the Athlete profile:

Find the athlete from the menu, and select them. When the profile opens, select Modality from the tabs. This will open the previously entered modalities and allow you to interact as needed. The add will let you add new modality, you will need to save header information first. The Copy buttons work the same as the desktop, refer back to pg 5 for more info.

ATS - Modality Set Up and Use

Entering from the Injury screen:

You are able to search for the specific injury and enter modality information directly from that screen like the Desktop version.

Search for the athlete and select the injury you wish to enter the modality information for.

Use the corresponding buttons to add, edit, copy the modality info.

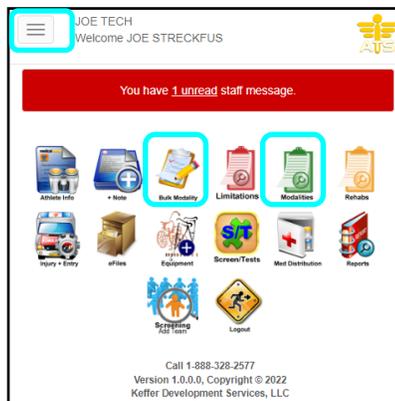## Entering from the Modality Screen:

Use either the Add Modality or Search to enter or edit a modality for an athlete. You can access the bulk modality feature from here as well. The Copy Feature will allow you to copy every modality entered for the day, got a team for the day or the organization.
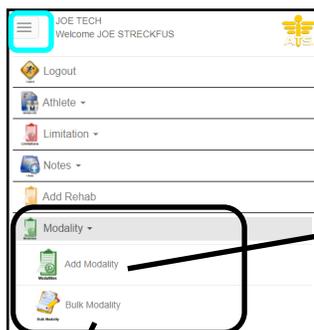
ATS - Modality Set Up and Use

Using Modalities in the Staff Phone:

You also have the ability to record treatments rendered from you're the Staff Phone link. You can either set your default "hot buttons" or go through the menu to access the modality.

As in the Staff Portal, you are able to enter modalities in bulk. This would be useful after practice and you need to quickly log multiple ice bags for multiple individuals. Please see the Bulk Modality doc for more detailed information.

For the athlete modality add, you need to fill out all of the information and then you are able to use the add new modality, pick buttons or select the protocol in the dropdown menu. You are also able to copy from the modality session for the athlete.