

SWAY Medical Partnership

Sway Medical with ATS Doc

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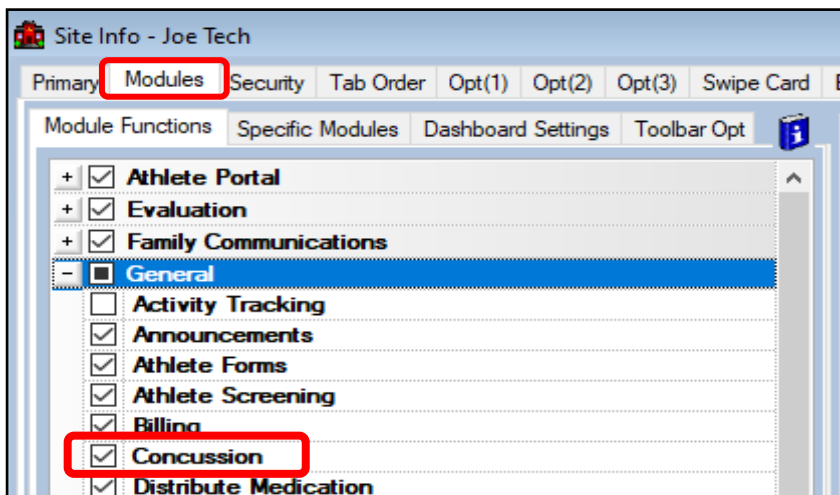
Through a partnership with SWAY Medical, we are pleased to give you the ability to take concussion information reports from SWAY and copy that into the Athlete's eFile records. This is designed to take the most recent evaluation done with SWAY and put the report in the records in ATS

Setting Up your Database to Interact with SWAY:

There are settings that will need to be enabled and set up prior to you being able to gain access to the concussion information from SWAY.

Step 1A:

You need to ensure that the concussion module is enabled for your database. Go to the Admin Tab—> Site Information—> Modules. Then go to the General modules and ensure there is a check mark beside Concussion.



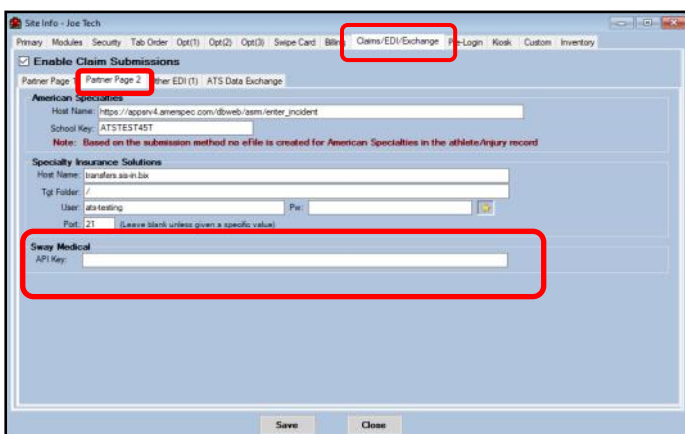
Obtain your API Key:

Reach out to SWAY Medical to have them enable your ability to generate an **API Key**.

To obtain your API Key, 1: log into the SWAY portal, 2: select organization tab on the left-hand side, 3: Click the API Key Tab on the top, 4: Select Generate Key. Enter that information into ATS.

Step 1B:

SWAY for a Single Organization



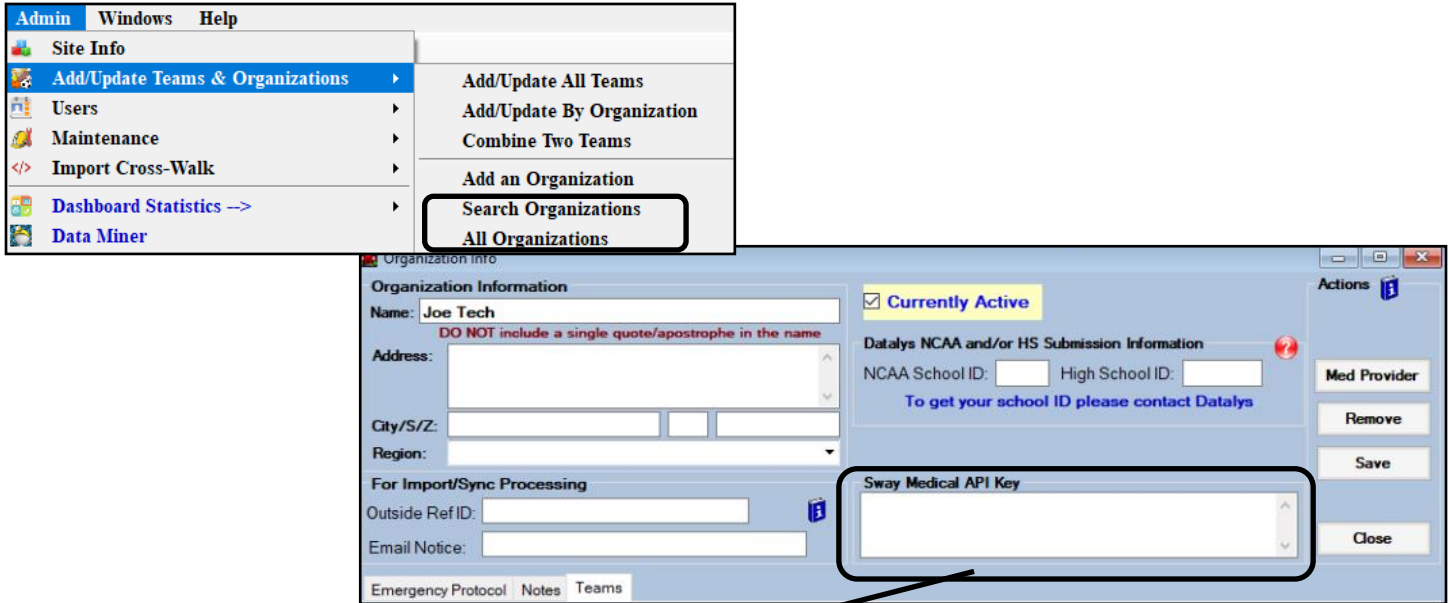
If you have multiple schools using SWAY skip to [Step 1C](#). As a single school/organization place the API Key in Site Info. To do that go to the Admin Tab—> Site Information—> Claims/EDI/Exchange and select Partner Page 2.

The API Key will be unique for your organization/school and will ensure correct access to records. Please make sure to communicate with SWAY to get the correct API Key for your Organization.

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Step 1C:

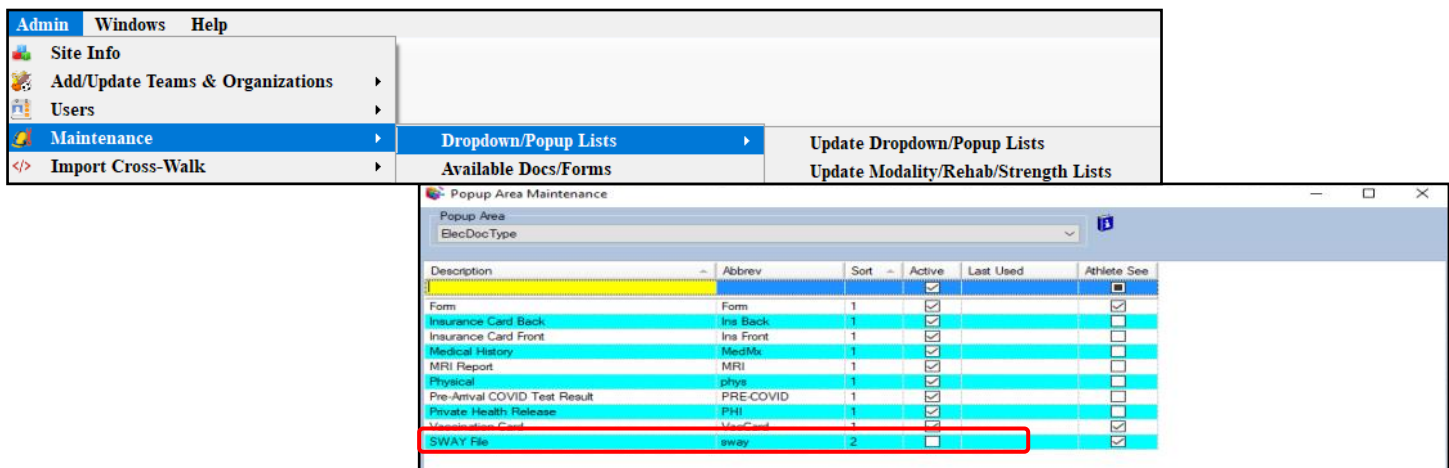
This step is for organizations that have multiple schools/organizations utilizing SWAY. Again they will need to have contacted SWAY and have gotten their appropriate API Key and enter it in their Organization screen. Go to Admin—> Add/Update Teams & Organizations—> and either the Search Organizations or All Organizations.



Use the SWAY API Key area to enter each individual organization's specific API

Step 2:

You will need to go to the Electronic doc maintenance dropdown menu and enable the "SWAY" elecdoc type. Go to Admin—> Maintenance—> Dropdown/Popup List—> Update Dropdown/Popup Lists, in the Popup Area, look for ElecDocType. This will come preloaded for your database from ATS, and you will simply need to put a check mark in the Active column.

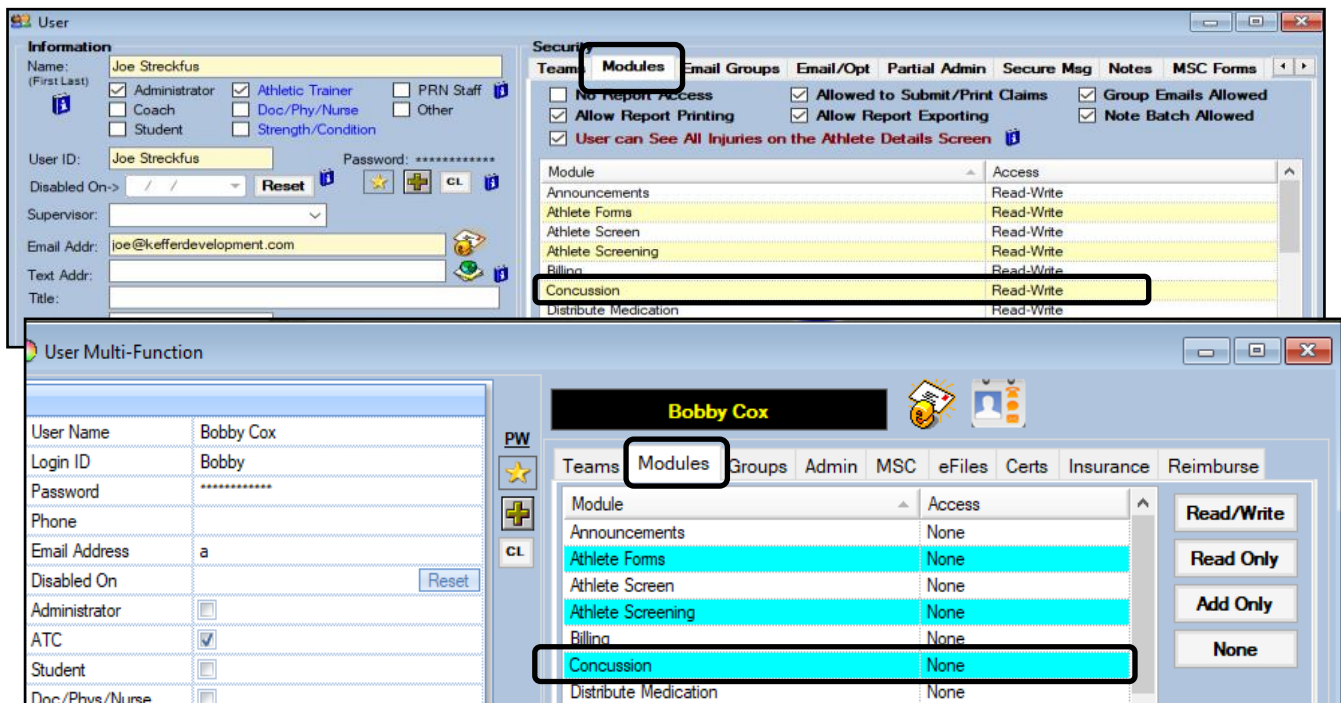
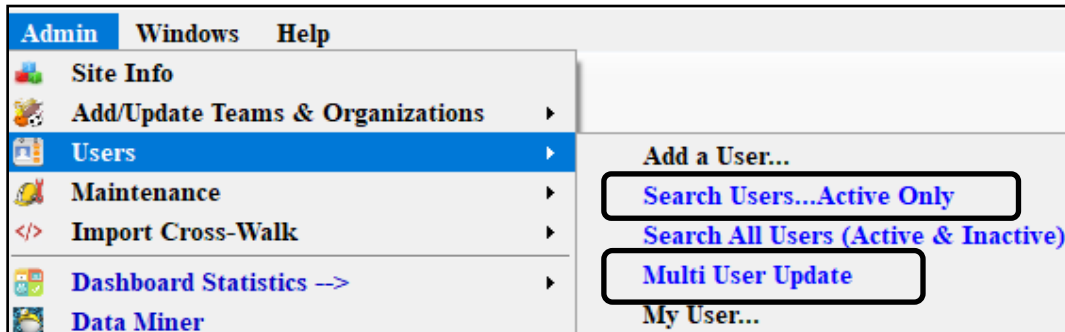


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Step 3:

To ensure your staff has the ability to request on demand documents or update SWAY ID (if necessary) for the athlete, they will need access to the Concussion module in their user profile.

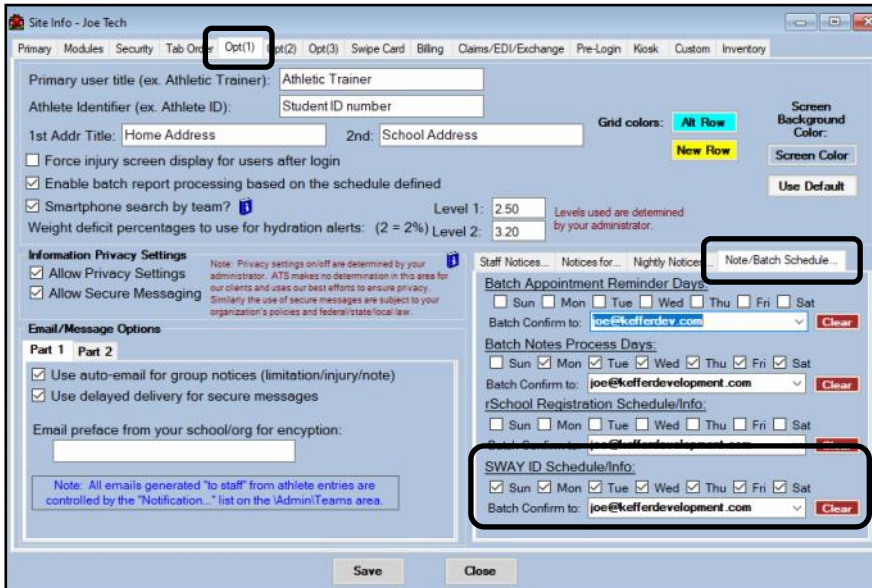
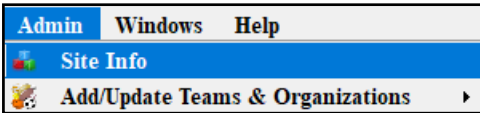
Go to Admin—> Users—> Search Users (Active) or the Multi-User Update. They will need read/write access.



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Step 4 Batch Process:

You have the option with SWAY, to set up a batch import of their IDs/ and most recent test. Go to your Admin Tab and then select Site Info. Once Site Info loads, select Opt(1) and then the Note/Batch Schedule option.



Set up the days you want the sync to happen. This will process the sync, and pull in the athletes SWAY ID number for the first time, and then load the most recent evaluation that was done.

We recommend each marking each day as sync, to ensure no missed evaluations.

ATS again will only pull the most recent document.

SWAY Import Specific Comments:

In order for the nightly sync to pull in the information, the Athlete's Name and Date of Birth will need to match in both SWAY and in ATS. If the names do not match, the athlete record will not be imported.

Example: James in ATS vs. Jimmy in SWAY, or Gregory in ATS vs Greg in SWAY their records would not get imported.

The SWAY Sync affects only athletes that are ACTIVE in ATS. If they are archived, or not active on a team, their information will not be synced during the nightly process.

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Step 4 Ctd:

After you have completed steps 1,2,3 you will can manually enter the ID numbers for each athlete, should you choose to not doe the batch import.


The SWAY Medical ID is located in the Concussion Tab on multiple screens in both he ATS Desktop as well as the ATS Staff Portal in the Other Tab.

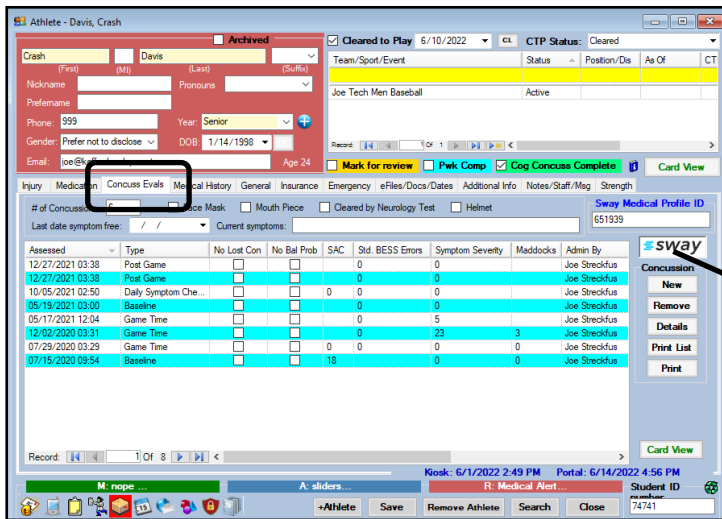
The screenshot shows the 'Athlete - Davis, Crash' profile in the ATS Desktop. The top section contains personal information: Name (Crash Davis), Nickname, Prefname, Phone (999), Year (Senior), Gender (Prefer not to disclose), and DOB (1/14/1998). The 'Concussion Evals' tab is active, showing 'Cleared to Play' on 6/10/2022 and 'CTP Status: Cleared'. A 'Sway Medical Profile ID' field is highlighted with a red box, containing the value '651939'. Below this is a 'Quick Multi-Function' table listing athletes with columns for Athlete, Year, Team, Player Position, Cleared, PPWK, CCC, Birthdate, Gender, and Email. The row for 'Davis, Crash' is highlighted in blue. At the bottom, the 'Concuss' tab is selected, showing a table with columns for Asses Date, Type, No Lost Con, No Bal Prob, SAC, Std. BESS Errors, Symptom Severity, Maddocks, and Admin. A 'Sway Medical Profile ID' field is highlighted with a red box, containing the value '0'.

The screenshot shows the 'ATS Staff Portal: JOE TECH' interface. The 'Athlete - Anderson, Curtis' profile is displayed. The 'Other' tab is selected, showing a 'Sway' profile form. The form includes fields for 'Profile Id', 'Last Test Date', and 'Last Saved Test', along with a 'Change Profile Id' button. The 'Sway' profile form is highlighted with a red box.

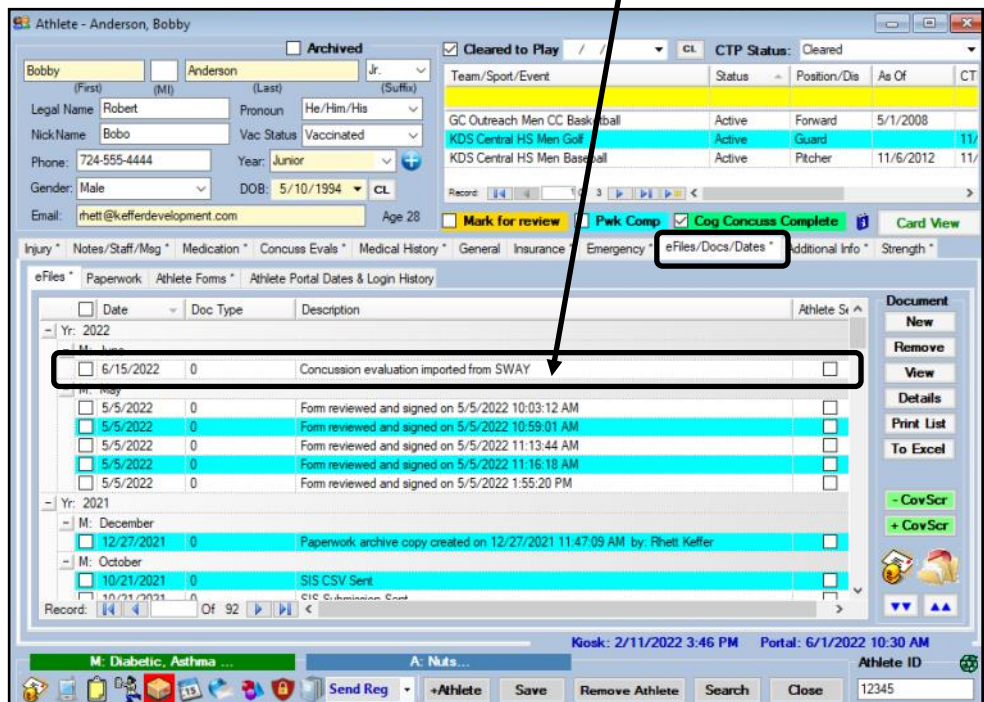
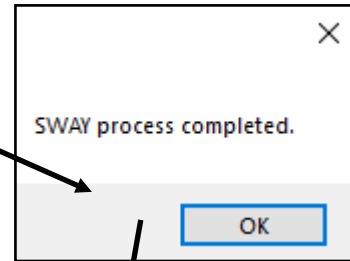
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Requesting the SWAY Report in ATS Desktop:

Once you have completed the prior requirements, you will have the ability to “call for a report”. You will need to go to the athlete’s profile and click the  button in the Concussion tab or eFiles tab. This button will be available on varying screens.

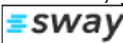
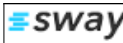


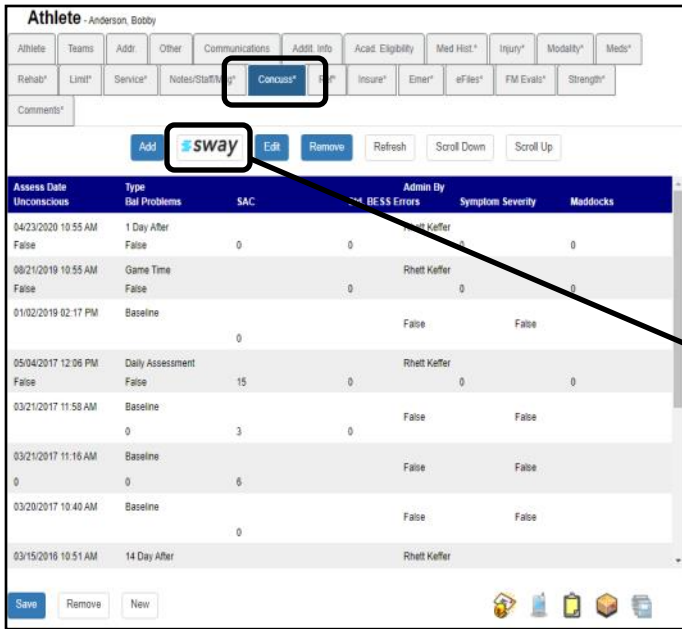
When the form has been processed, you will get the completed message below and the PDF from SWAY automatically loaded into the Athlete’s eFiles area.



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Requesting the SWAY Report in ATS Staff Portal:

Once you have completed the prior requirements, you will have the ability to “call for a report”. You will need to go to the athlete’s profile and click the  button in the Concussion Tab. This button will be available on varying screens. The  button will also be available in the eFiles tab for the athlete.



Athlete - Anderson, Bobby

Concuss*

sway Edit Remove Refresh Scroll Down Scroll Up

Assess Date	Type	SAC	Admin By	BESS Errors	Symptom Severity	Maddocks
04/23/2020 10:55 AM	1 Day After	0	Rhett Keffer	0	0	0
08/21/2019 10:55 AM	Game Time	0	Rhett Keffer	0	0	0
01/02/2019 02:17 PM	Baseline	0	Rhett Keffer	False	False	0
05/04/2017 12:06 PM	Daily Assessment	15	Rhett Keffer	0	0	0
03/21/2017 11:58 AM	Baseline	3	Rhett Keffer	False	False	0
03/21/2017 11:16 AM	Baseline	6	Rhett Keffer	False	False	0
03/20/2017 10:40 AM	Baseline	0	Rhett Keffer	False	False	0
03/15/2016 10:51 AM	14 Day After	0	Rhett Keffer	0	0	0

While the report is processing you may see the circles on the screen while it processes, it could also be in the top of the browser. ONLY click the SWAY button 1 time. When it is completed, there will be the Green alert at the top that confirms the SWAY doc was successfully added to the athlete.



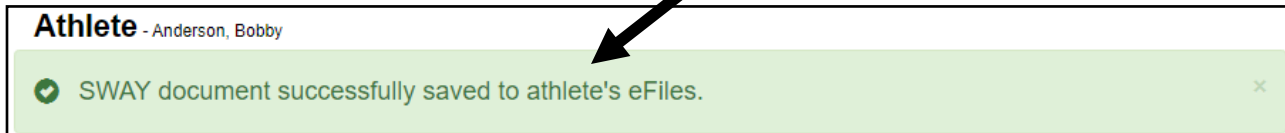
Anderson, Bobby

eFiles*

sway View Edit Delete Email - Covid Refresh Scroll Down Scroll Up

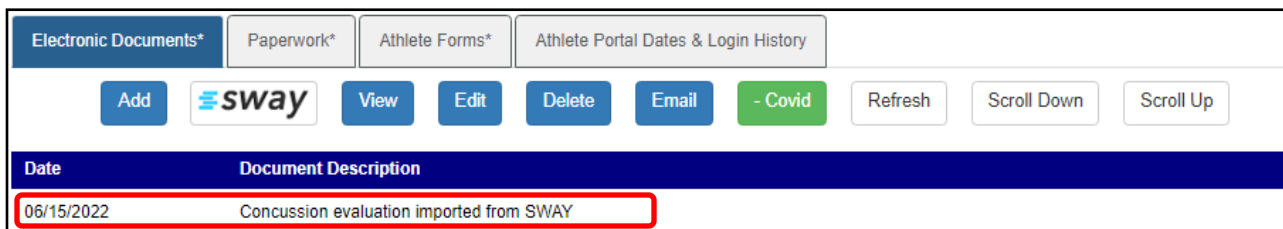
Document Description

Concussion evaluation imported from SWAY



Athlete - Anderson, Bobby

✓ SWAY document successfully saved to athlete's eFiles.



Electronic Documents* Paperwork* Athlete Forms* Athlete Portal Dates & Login History

Add sway View Edit Delete Email - Covid Refresh Scroll Down Scroll Up

Date	Document Description
06/15/2022	Concussion evaluation imported from SWAY

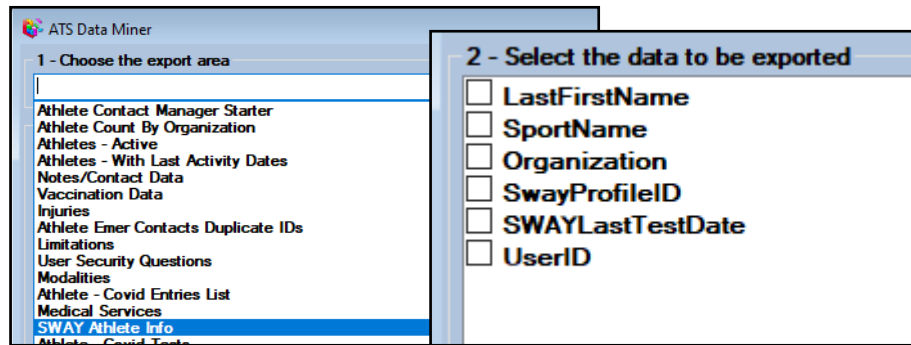
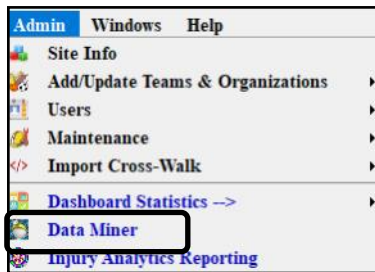
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Verifying Synced SWAY ID numbers:

To verify that all of your athletes for your organization have had their SWAY ID synced, we have a dataminer that allows you to generate a spreadsheet of those athletes that are in your database, and have their ID numbers.

To do this, you will need administrative rights, or at least partial admin right for the dataminer. Go to Admin—> Dataminer. Once that opens, select SWAY Athlete Info from the drop down.

Select the info you would like to export into your excel sheet by placing a check mark in the box. More specifics on the data miner; please review the [Data Miner](#) help doc.



	A	B	C	D	E
1	LastFirstName	SportName	Organization	SwayProfileID	SWAYLastTestDate
2	Adams, Leigh Ann	Badminton	Joe U North	0	
3	Allen, Shannon	Womens Basketball	Joe Tech	0	
4	Anderson Jr., Bobby	Sent by ATS		0	
5	Anderson, Gabrielle	Sent by ATS		0	
6	Anderson, Roberta	Sent by ATS		0	
7	Ant, Adam B	Baseball	Joe Tech	0	
8	Austin, Steve	Sent by ATS		0	
9	Barnes, Jessica	Sent by ATS		0	
10	Bateman, Daniel	Football	Joe Tech	0	
11	Beechum, Claire	Softball	Joe Tech	0	
12	Billingsley IV, Don	Football	Joe Tech	0	
13	Bond, James JJ	Sent by ATS		0	
14	Bonder, Martin	Sent by ATS		0	
15	Boyd, Blake	Sent by ATS		0	
16	Brewster, Nick	Sent by ATS		0	
17	Brown, Barry	Baseball	Joe Tech	0	
18	Calderon, Stephan	Sent by ATS		0	
19	Campbell, Julius	Football	Joe Tech	0	
20	Case, Thomas J	Sent by ATS		0	
21	Clark, Billy	Baseball	Joe Tech	0	
22	Cutty, Robert	Sent by ATS		0	
23	Davis, Aaron	Sent by ATS		0	
24	Davis, Ainsley	Sent by ATS		0	
25	Davis, Brent	Sent by ATS		0	
26	Davis, Crash	Baseball	Joe Tech	651939	

Once the data is exported from excel, you will see a spreadsheet similar to the one shown; it will vary depending on your choices. This will show you the SWAY id number that has been synced, as well as the date of last test; and any other info you selected.

For more info on how to correct the issues with athletes and mismatched information please continue to page 10.

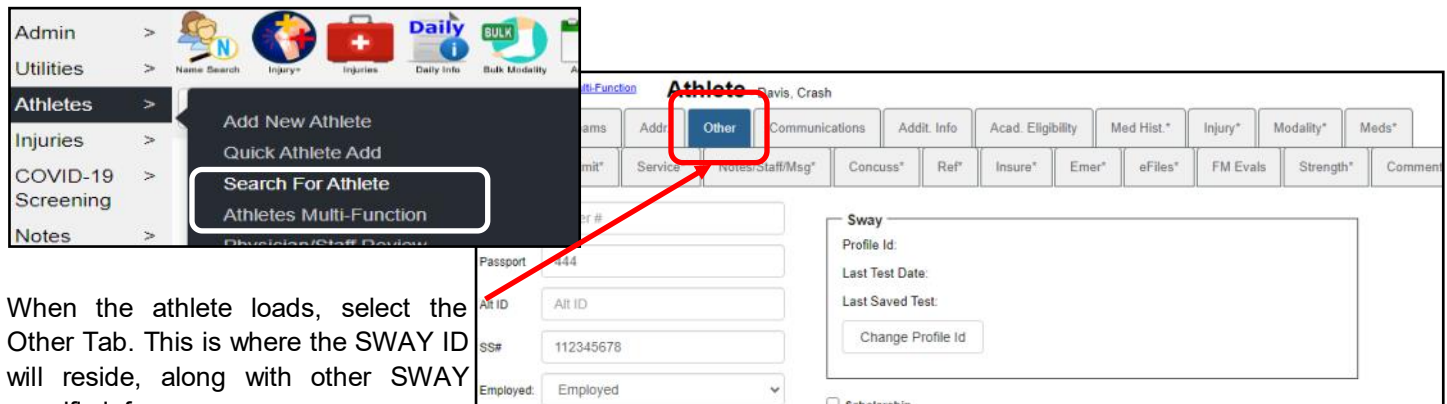
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Correcting Mismatched Information for Athletes:

If you have athletes missing information, because of a incorrectly entered birthday, or a mismatched name or shortened first name.

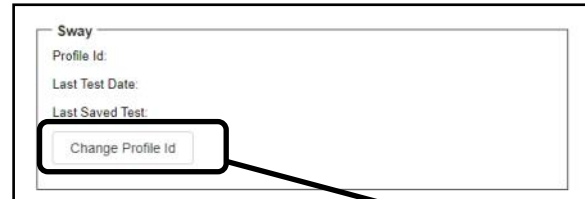
To accomplish this, you will need to visit your ATS Staff Portal. To do that, replace xxx with your database name, xxx3.atsusers.com

From the Staff Portal, search for the athlete that you need to correct the ID for.



The screenshot shows the Staff Portal navigation menu on the left with 'Athletes' selected. A dropdown menu is open, showing options: 'Add New Athlete', 'Quick Athlete Add', 'Search For Athlete', and 'Athletes Multi-Function'. The 'Search For Athlete' option is highlighted. In the main content area, the 'Athlete' profile page is visible, with the 'Other' tab selected and highlighted by a red box. A red arrow points from the 'Search For Athlete' option to the 'Other' tab.

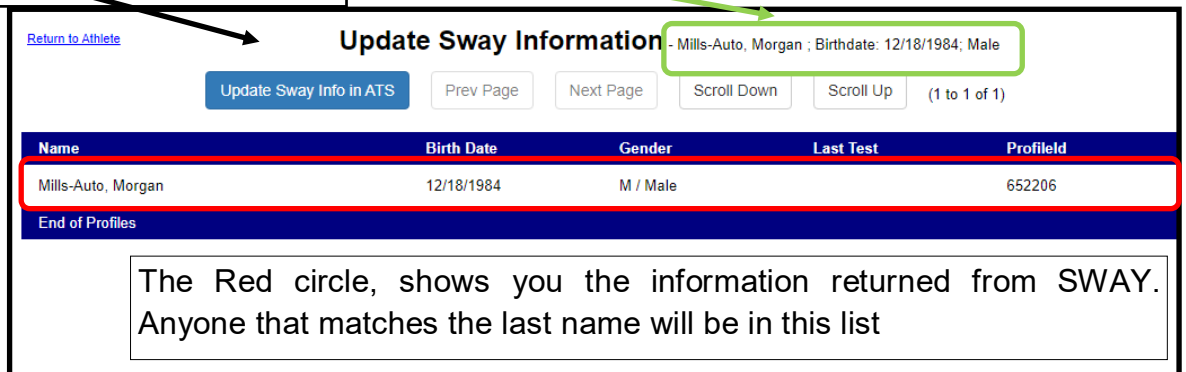
When the athlete loads, select the Other Tab. This is where the SWAY ID will reside, along with other SWAY specific info.



A close-up of the 'Change Profile Id' button, which is highlighted with a black box. A black arrow points from this button to the 'Update Sway Information' page in the next block.

After you select the athlete who's profile did not sync, select the Change Profile ID.

The Green circle shows what information is in ATS for that Athlete

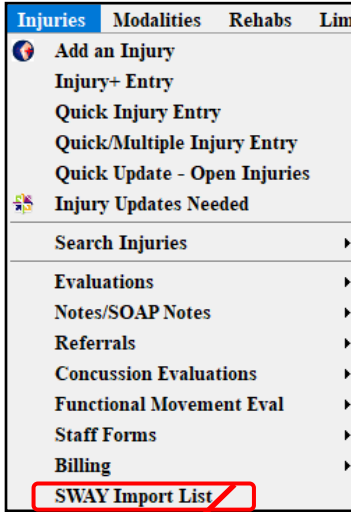


The screenshot shows the 'Update Sway Information' page. At the top, there is a search bar with the text '- Mills-Auto, Morgan ; Birthdate: 12/18/1984; Male' circled in green. Below the search bar are buttons for 'Update Sway Info in ATS', 'Prev Page', 'Next Page', 'Scroll Down', and 'Scroll Up'. A table with the following columns is displayed: Name, Birth Date, Gender, Last Test, and Profileid. The first row of the table is circled in red and contains the following data: Name: Mills-Auto, Morgan; Birth Date: 12/18/1984; Gender: M / Male; Last Test: (blank); Profileid: 652206. Below the table is a button labeled 'End of Profiles'. A text box at the bottom of the screenshot contains the text: 'The Red circle, shows you the information returned from SWAY. Anyone that matches the last name will be in this list'.

When you find the athlete from the list you need to update, select them from the list, and select the Update SWAY info in ATS button. [Update Sway Info in ATS](#) This will ignore first name differences and/or birthday differences and sync the SWAY ID.

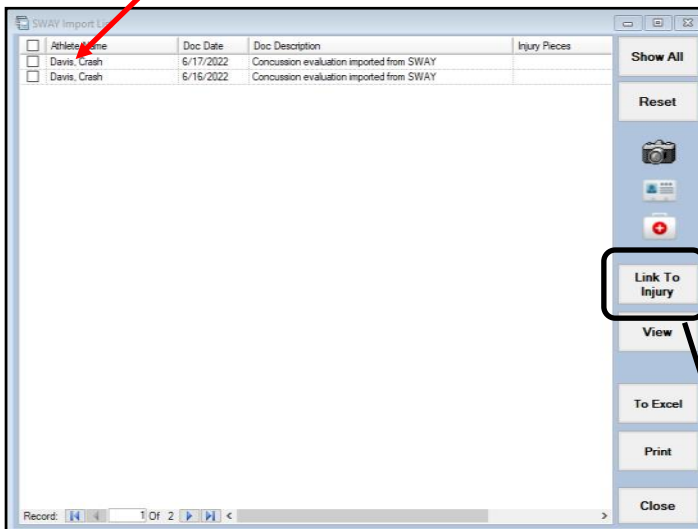
SWAY Import List:

This screen allows you the ability to see the entire list of Athletes that have had a PDF imported into ATS. From this screen, it will give you the ability to link those PDFs to a specific injury.



Show All— Shows you all of the documents linked or not.
Reset— Resets the screen to the default view.

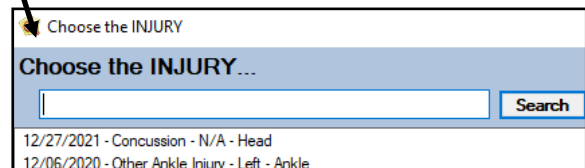
Camera— Shows the athlete picture, if there is one.
Address card— Takes you to athlete details.
Injury bag— Takes you to the injury, if highlighted.



Link to Injury— lets you link the selected document to an injury from the list.
View— Will let you view the document that is highlighted

To Excel— Will send the list on the screen to excel.
Print— Prints the list.

The screen above will open when you click the SWAY Import List. It will show you any SWAY document that is imported but not linked to an injury. The screen allows you to link those that are needed.



Select the PDF you want to Hook, then select the Link to Injury button. You will see the list of injuries for the athlete. Select from the list, the appropriate injury to link the document to.