

Marking an Athlete or Injury For Review

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Marking an Athlete or Injury for Review:

ATS allows you options to mark an athlete for review, or mark an injury for review. Marking for review generates the athlete onto a Review List, which also includes features to interact with the information. This document will walk you through the available options and features included with the Mark for Review.

Desktop:

Marking an Athlete for Review:


To set an athlete for review, open their Athlete profile/chart. On the main athlete profile screen there is both a check box and a dropdown window.

The screenshot shows the 'Athlete - Campbell, Julius' profile. At the bottom, there is a 'Rev by:' dropdown menu and a green speech bubble icon. The dropdown menu is currently empty, and the speech bubble icon is positioned to its right. There are also checkboxes for 'Pwk Comp' and 'Cog Concuss Comp'.

You have two options when needing to review an athlete.

Rev by: If you only check Rev by: this will send a notification to every person that logs into your database, that there is an athlete to review.

You can assign a user/staff member that you want to review the athlete. Example— Marking an athlete on your physician clinic for your doctor to review, selecting the physician on the list. They will only be on their review list.

 This icon beside the review dropdown, will give you an opportunity to add a Review Message. This gives you 200 characters to write a brief message for the reviewer.

Mark an Injury for Review:

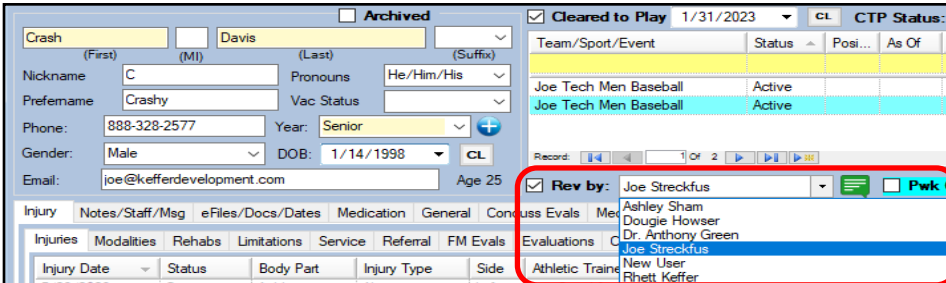
From the Main Injury Screen in the ATS Desktop, you can mark the specific injury you would like to be reviewed.

The screenshot shows the 'Injury - Davis, Crash' profile. The 'Rev by:' dropdown menu is highlighted with a green box, and a green speech bubble icon is visible next to it. The dropdown menu is currently set to 'Joe Streckfus'. There are also checkboxes for 'EMS Required' and 'Season Ending'.

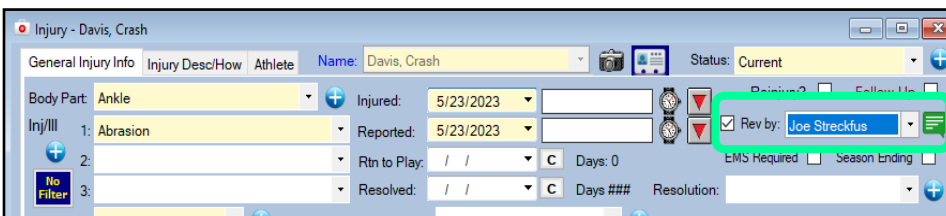
Marking an Athlete or Injury for Review

Using the Review Process:

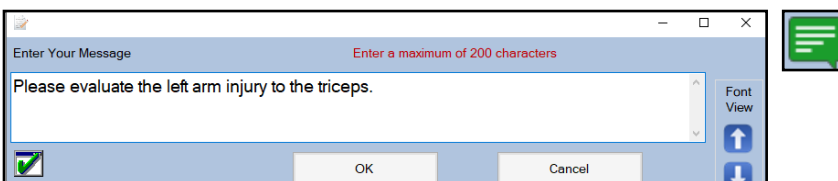
When you have an athlete you need to have reviewed, whether it is for an on campus Dr. clinic, or you've seen an athlete and they are following up with a different staff member. Mark the Athlete OR Injury for review, assign a staff member if needed, and write your message.



Mark the Athlete for review, the list of staff to review. On the main athlete page



Mark the Injury for review, and assign the staff member, from the injury screen.



Add your review message by selecting the green message icon and entering the message.

After you complete the review process above, you need to make sure to **save** the athlete profile.

If you only mark the Review By Check box, again everyone that logs into ATS will have that athlete for review.

If you assign the athlete for review and select a staff member, that staff member will then find the athlete on the review list or when logging in see they have athletes marked for review.

Review Screen Features:

The Physician/Staff Review screen has several different features on it, allowing easy access to notes, or forms that have been completed.

Review	Team/Sport
	Injury Info
	Review Msg

The side of the screen here, will show you the athlete information, their team, the injury if it is marked to review, and the review message, if present.

The side of the screen below allows you to navigate between forms, notes entered, if you use the injury evaluation, and a spot to enter a new note based on the evaluation/review.

Staff/Athlete Forms | Staff Notes | Injury Evals | Enter Your Notes

Staff Forms

Staff Form Description

Record: 0 Of 0

Athlete Forms

Date Created | Athlete Form Name

New
Edit/View
Print List
Print Report

Print List
Print/View Form(s)

Staff/Athlete forms will allow you easy access to forms the athlete or staff have completed. You are able to open those forms from the screen.

Staff/Athlete Forms | Staff Notes | Injury Evals | Enter Your Notes

Staff notes will show you any SOAP notes entered by the staff.

Record: 0 Of 0

Staff notes will show you any SOAP notes entered by the staff.

Staff/Athlete Forms | Staff Notes | Injury Evals | Enter Your Notes

Eval Date	Body Part	Diagnosis Text
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Record: 0 Of 0

View Details

The Injury Evals tab, will show you any evaluations done in the specific injury evals tab/option.

Staff/Athlete Forms | Staff Notes | Injury Evals | Enter Your Notes

Note Date: / /
Note Type:

Use the Enter Your Notes area to write your evaluation, add a note or anything else you would like to have saved as a note for this athlete.

Save Note OR Information Review Completed

Font View

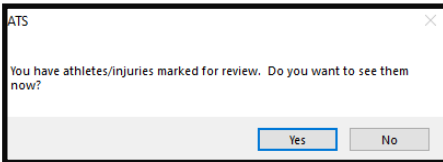
Use the Enter Your Notes area to write your evaluation, add a note or anything else you would like to have saved as a note for this athlete.

Reviewing an Athlete Marked for Review:

When athletes are marked for review, there are two options/steps to actually review the information.

Option 1:

After signing into the ATS Desktop you will be prompted with a login message that notifies you have athletes that are marked for review and whether you want to review or not.

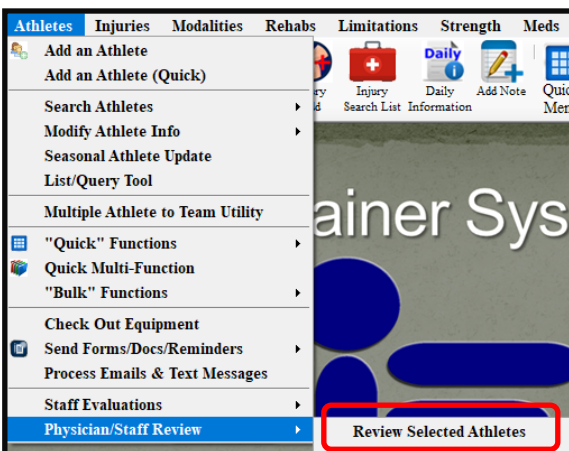


Selecting **Yes**, will take you to the review screen, if you select **No**, you will proceed into ATS.

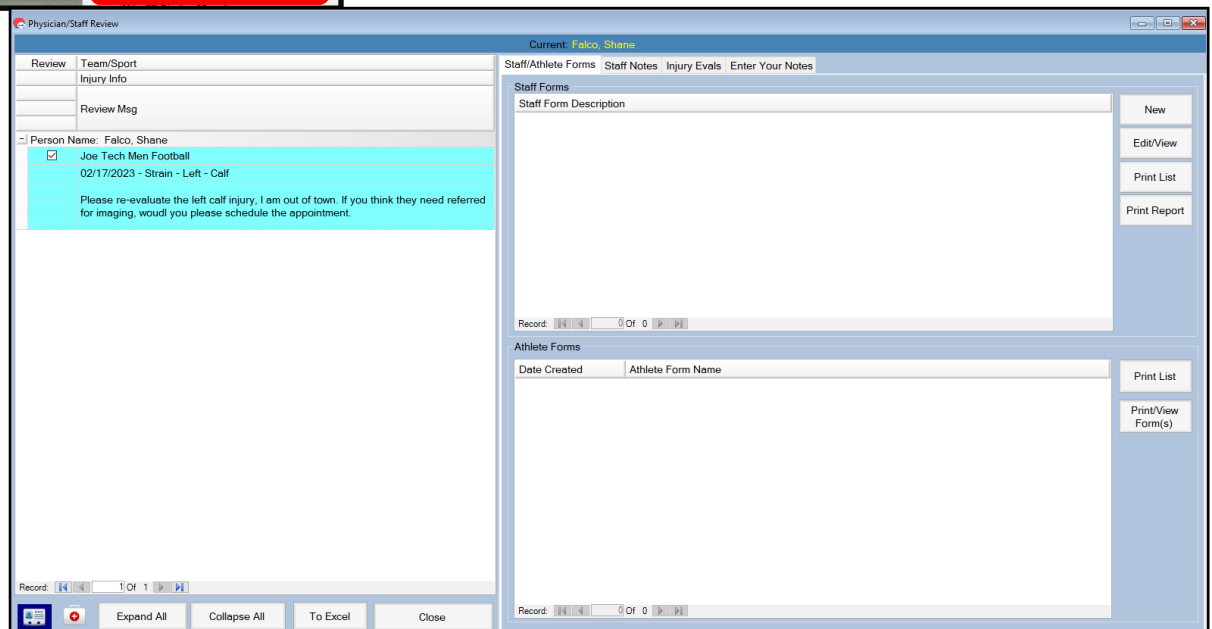
OR

Option 2:

If you do not want to review athletes when you log in, or you are preparing for a physician clinic, etc. You are able to see the review list by going to Athletes—> Physician/Staff Review—> Review Selected Athletes.



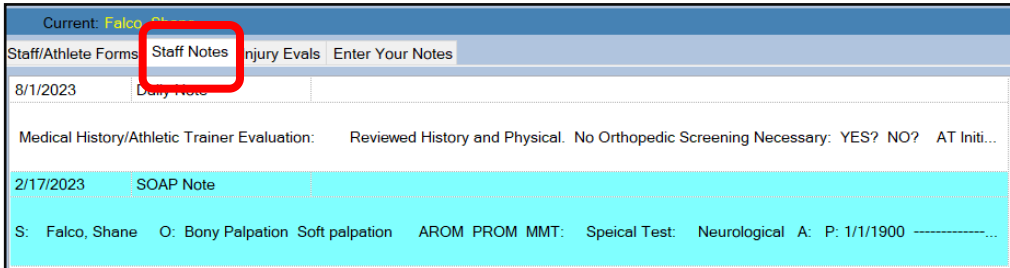
Using either method will open the Athlete/Injury Review screen below.



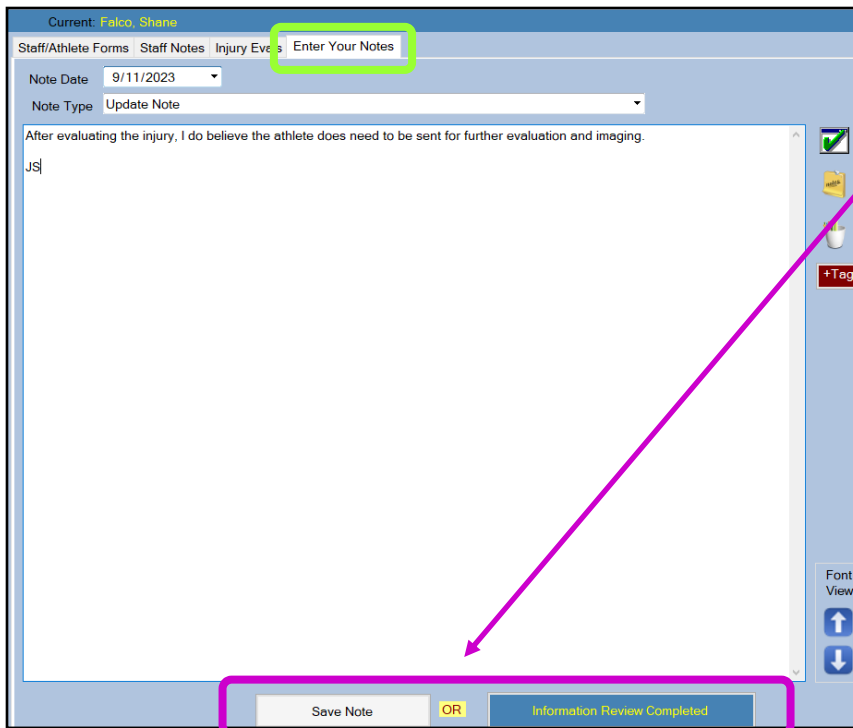
Marking an Athlete or Injury for Review

Reviewing an Athlete Ctd:

Use the Staff Note tab to review any previous notes for the injury that were entered by the staff.



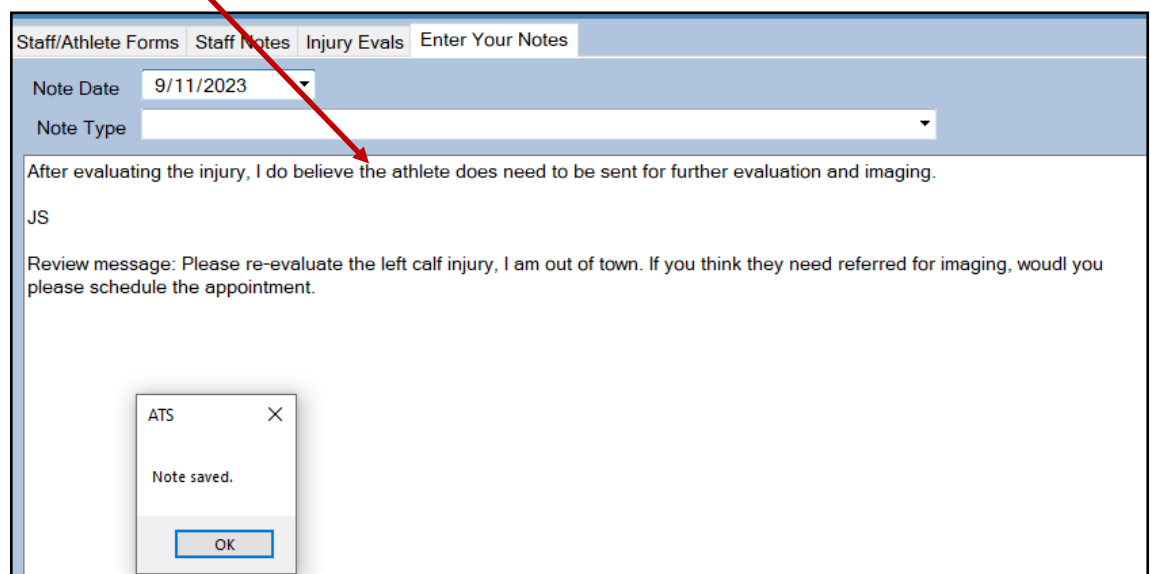
After you have reviewed and done all of the things you need with the athlete. You can enter your own note, or mark the information review completed.



The Save Note button will save the note you entered. As well as the review message, if there was one.

If you do not need to save a note or enter any other information for the athlete, you alternatively can use the Information Review Complete.

Saving the Note, or using the Information Review Completed will remove the athlete from the Physician/Staff Review screens.



Marking an Athlete or Injury for Review

Staff Portal:

Marking an Athlete or Injury for Review:

The Staff Portal also allows you the options to Mark Athletes or Injuries for Review. You will have the same three options, Review the Athlete, assign a Staff Member, and Add Review Comment.

Athlete - Bateman, Daniel

Athlete Teams Addr. Other Communications Addit. Info Acad. Eligibility Med Hist.* Injury* Modality* Meds* Rehab*
Limit* Service* Notes/Staff/Msg* Concuss* Ref* Insure* Emer* eFiles* FM Evals Strength* Comments

Archived?

Name: Daniel (First) MI (Middle) Bateman (Last) (Suffix)

Nickname: Nickname Pronouns:

Prefername: Prefername Vac Status:

Phone: Phone Year: Senior

Gender: Male DOB: 7/25/2000 Age 23

Email:

Kiosk: Portal: 2/20/2023

Student ID n: 785339 Generate Change
Password: Generate Change View
Force Password Change? Last PW Chg: 2/20/2023

Rev by: Paperwork Complete? Cognitive Concuss Complete?

General Info Injury Desc/How Contacts Billing Modality Meds Rehab Limit* Service Notes/Staff Forms Evaluations
Concussion Referral eFiles FM Evals Add'l Info COVID-19 Email NCAA/HS Payments Invoice Tracking

Name: Bateman, Daniel Status: Current
Team: Joe Tech Men Football Athletic Trainer: Joe Streckfus
Body Part: Head/Face MOI:
Bypass body part filter for inj/ill? SMOI:
Inj/ill 1: Facial Laceration Severity:
Inj/ill 2: Happened During:
Inj/ill 3: Playing Surface:
Side: N/A Insurance Status:
Inj Date: 7/16/2020 Today Event Type/Name: Game
Inj Time: Or Time Now Resolution:
Rpt Date: 7/16/2020 Today Reinjury? EMS Required? Season Ending?
Rpt Time: Or Time Now AMA Signed? Paper Copy? Follow Up?
Rtrn Play: mm/dd/yyyy Days: 0 Rev by: Joe Streckfus

Marking an Athlete or Injury for Review

Saving a Review Message on the Portal:

When you enter your review message, again you will have room for 200 characters. You will see the OK button on the message screen, select that to temporarily save your review message. To complete the review process, you will need to save the athlete profile/information or the injury information.

Review Message

Enter Your Message (enter a maximum of 200 characters)

Joe-- would you please look at the laceration on Danny's face to see how it is healing.

OK Cancel

Rpt Time: [dropdown] or [Time] [Now]

Rtrn Play: [mm/dd/yyyy] Days: 0

Resolved: [mm/dd/yyyy] Days: 0

AMA Signed? Paper Copy? Follow Up?

Review by: [Joe Streckfus]

Surgery Required? on: [mm/dd/yyyy]

Bypass NCAA/HS? ⓘ

Save New View Journal Disable Submit Claim for [dropdown]

When you save, either the injury or the athlete information for review. You will get the green message that the injury or athlete was updated/saved. If you don't see the green confirmation your review message was not attached.

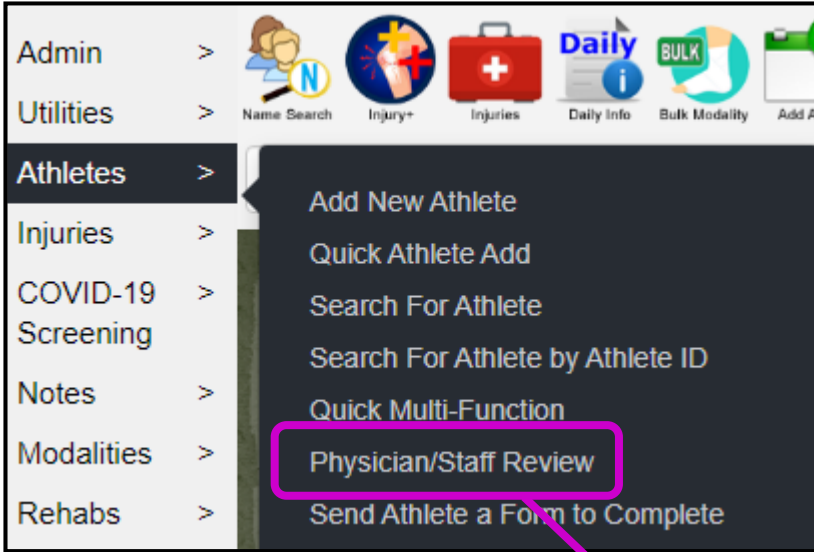
✔ Your Athlete has been updated!

✔ Your Injury has been updated. The group email notice was sent.

Marking an Athlete or Injury for Review

Staff Portal Review Screen:

To get to the Physician/Staff Review in the portal, you will need to navigate to the Athlete Tab.



The buttons on the review screen, will show you the same information as the desktop version buttons, description of functionality on page [4](#).

