## **ATS**— Archiving Athlete Insurance

Updating Insurance Payor Numbers allows you to archive the athlete insurance from the previous year. This process, will in bulk, move the Payor Number of the insurance from 1 to 99. That will inactivate it on the athlete portal, making them enter all new information. Updating the insurance, preserves the historical record of what insurance the athlete had previously, should any claims or needs for previous insurance arise. See the menu below to access the process. Then choose whom you want to run the 99 process for.

Admin Windows Help		
🚜 Site Info		
👸 Add/Update Teams & Organizations	•	
🛄 Users	•	
💋 Maintenance	•	
Import Cross-Walk	•	
Dashboard Statistics>	•	ystem <sup>®</sup> Athletic Train
🎇 Data Miner		ystem 🐘 🕺 Athletic Trair
Injury Analytics Reporting		ystern Auneut nan
🕵 ROI Report	•	
Son Injury Updates Needed (Admin View)	•	
(1) Athlete Security	•	
🕝 Drug Testing	•	
🌲 Athlete Utilities	•	Purge Athletes Marked to be Purged
<ol> <li>Injury Utilities</li> </ol>	•	Purge Athletes with Last Injury Date before XXX
📴 Scheduling Utilities	•	View Athletes Marked to be Purged
Inventory Utilities	•	Interaction Reports
🧵 Update Athlete Years		Physical Expiration Date
Import/Export	•	Add Athletes on One Team to Another
Transaction Logs	•	Add Athletes on One Team/Year to Another Team
Search All Athlete Records		Set Athlete Team/Sport/Event Status for Team/Year
Wear-End Processing	•	Resize Insurance Images
🙆 Combine Athlete Records		Resize Insurance Images for a Team
🔀 Set Required Fields		Secondary Insurance
Custom Reports		Update Insurance Payor # Change All
and the second states of the s	-	Update "Athlete See" eFiles status
and a service and and a service of the service of t	Aalle	Send Athlete Info to Another ATS Database
	1.13	For a Class Year

Select the group of athletes you want to process the insurance change for. Change ALL— to affect everyone in the database, for one specific Team. For your organization, or for a specific class year.

You will see a message asking you if you want to continue.

<u>\*Please note that once this process is selected it can only be</u> <u>undone with a complete restore of your database. Or manually</u> <u>changing each individual ahtlete record.</u>

Show Message	
This process will change ther payor # to 99, locking it for athlete updated, for all active athletes on the chosen team.	^
NOTE: * Once completed these changes are not reversable other than doing a complete restore of your database. A complete restore of your database means you would lose any work done during the day.	
Do you want to continue?	
This screen will show after you select; all, team, year, organization. Clicking NO will abort the process and no changes will be made.	
After you click yes, if you chose team, year, org. you will then have to choose the corresponding entry to run the process for.	
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Yes No	

After you have chosen the year, team or org to run the process for; you will then be prompted to enter a comment for the changes (for example school year 20\_\_). You will receive a notification when the process is complete. The comment will be with the insurance so there is a comment for historical purpose

ATS	×	
Enter the comment for the insurance changes (e.g. fiscal year, etc.	OK Cancel	× Update complete.
		ОК

Company		Туре	Pay # 🔺	ID No	Group No	Insurance Phone	PCP	PCP Pho
Policy Holder First Name	P	Policy Holder La	et Name		Policy Holder DOB	Policy Holder SSN	Policy Holder Relationship	Policy Sta
Duck Insurance (Eugene OR)		Medical - HMC	99	0001	01234567890123	(800) 555-1212	Dr. Jones	111-222-3
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