

ATS - Referral in the Desktop

Referrals can be accessed/entered from several areas:

- 1) From the dropdown menu → Injuries→Referral→ options to add or update
- 2) From the injury profile itself → Click on the referral tab→ “New” button
- 3) From the Daily Information Entry Screen → Click the Referral tab.

- Injuries
- Modalities
- Rehabs
- Limitations
- Add an Injury
- Injury+ Entry
- Quick Injury Entry
- Quick/Multiple Injury Entry
- Quick Update - Open Injuries
- Search Injuries
- Evaluations
- Notes/SOAP Notes
- Referrals**
- Concussion Evaluations
- Functional Movement Eval
- Staff Forms

Add a Referral
Update Referral

The screenshot shows the 'Injury - Adidas, Sally' profile. The 'Referral' tab is highlighted in the top navigation bar. On the right side, under the 'Referrals' section, the 'New' button is circled. Below the navigation bar, a table lists existing referrals:

| Date | Injury | Provider | Note |
|------------|-----------------------------|------------|------|
| 07/31/2020 | Blisters - Left - Foot/Toes | Doc Ashley | |

The screenshot shows the 'Daily Information Entry' screen. The 'Injury' dropdown menu is open, and the 'Referral' option is selected and circled. The 'Athletes' table on the left lists various athletes, with 'Adidas, Sally' highlighted. The 'Referral' form on the right is ready for input, with fields for 'To:', 'Attention:', 'Note Type:', and 'Date: 09/29/2020'. A 'Print' button and an 'Email Provider' button are visible at the bottom of the form.

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Choose who you are sending this to, a list of your medical providers will appear in the “To” dropdown. If you need to choose a particular physician click the “by” button and the physicians available for the medical provider chosen will appear. Be sure to select a service and ensure the appropriate injury is in the “injury” box.

The screenshot shows the 'Referral - Adidas, Sally' form. Arrows point to the following fields: 'To: Another Hospital', 'Attention: Dr. Barney', 'Injury: 07/01/2020 - Blisters - Left - Foot/Toes', 'Service: Evaluation', 'Note Type: Dear Dr Referral', and the 'Email Provider' button in the Actions bar.

Referral - Adidas, Sally

To: Another Hospital Date: 09/29/2020 11:50:26 AM Now Clear Private Record

Attention: Dr. Barney Injury: 07/01/2020 - Blisters - Left - Foot/Toes

Athlete: Adidas, Sally Created By: Ashley Sham

Service: Evaluation Date/time of appt: / / : : Now Clear Attended

Referral Letter Notes

Note Type: Dear Dr Referral

Dear Dr.
Student: Adidas, Sally Foot/Toes
Student athlete at: Volleyball
For: Sophomore
Injured on: 07/01/2020
07/01/2020 - Blisters - Left - Foot/Toes

Font View

Actions

Search New Save Remove Email Provider Print Close

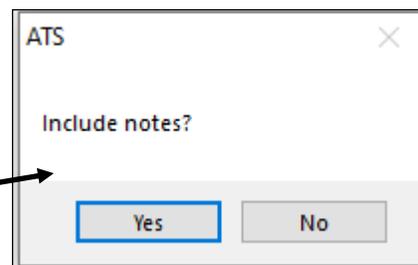
You may include any type of note with this referral by selecting the appropriate type from the Note Type dropdown. Be sure to save your entry and when you are ready to send the referral click the “Email Provider” button.

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When you are ready to send the referral click the "Email Provider" button at the bottom of the referral screen.



You will receive a prompt that your referral is now saved in ATS, and then you will have to decide whether you want to include the notes with this referral.



The referral will open in the Reports Viewer and you will receive a prompt asking if you want to encrypt the attachment. We recommend you do encrypt but make sure you have agreed on a password with the medical provider prior to sending as ATS WILL NOT save the password.

Ashley U
Medical Referral for: **Adidas, Sally**
DOB: 09/09/2003 Age 17
Referred by: Ashley Sham on 09/29/2020

Ashley U
24 Village Park Drive

Another Hospital
Dr. Bamey

Dear Dr.

Student: Adidas, Sally - Foot/Toes
Student athlete at: Volleyball

For:
Sophomore

Injured on: 07/01/2020

07/01/2020 - Blisters - Left - Foot/Toes

[Signature]

Injury Summary

| Injury Date | Reported | Injured | | Injury Type |
|-------------|------------|---------|-----------|-------------|
| 07/01/2020 | 07/01/2020 | Left | Foot/Toes | Blisters |

Notes

Thursday, September 3, 2020
note here by: Ashley Sham

Friday, September 25, 2020
Subjective by: Ashley Sham

Dialog Boxes:

- ATS Dialog:** "Encrypt the attachment?" with "Yes" and "No" buttons. A circle highlights this dialog, and an arrow points from it to the "KSP.PopUpSelect" dialog.
- KSP.PopUpSelect Dialog:** "Enter the password to use" with "OK" and "Cancel" buttons and a text input field.

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An email will open with the encrypted referral attached. You may enter any message desired in the email area. Click send when you are ready.

