



## User Guidelines

AT Genius™ is a web-based electronic record management system for athletic trainers. It works on any device – your smartphone, tablet or computer. The program was developed with the busy practitioner in mind, and offers several options to enter your evaluation procedure and results – from a *Short Note* for a minor injury, to an *Open SOAP* for narrative documentation, to a *Guided SOAP* with checklists for easy, yet thorough recordkeeping and navigation. Addendums such as progress notes and discharge notes can be easily added to any saved injury evaluation.

The program is capable of having multiple users with their own login, entering information at the same time, just not on the same patient at the same time.

Please keep all information regarding the concept, design, terminology, and name of this program confidential at this time.

Some schools may require administrative approval before using the system.

## Getting Started

Go to [www.atgenius.com](http://www.atgenius.com)

Create a login using your email and a password.

Go to account, and enter your information. Enter your credentials separated by commas, and your license number so this information appears on reports.

## Adding a Patient

When creating a new patient, the fields with a red outline (name, DOB, etc) are required, others are optional.

## Using SOAPs and other notes

*Guided SOAPs* provide checklists to aid your evaluation. Comment areas are available throughout the Guided SOAP.

*Open SOAPs* offer another method to enter an evaluation if you prefer to simply type out your findings without using checklists.

A screenshot of the 'Special Tests' section in the AT Genius system. It contains three test categories, each with a title and two radio button options: 'Anterior drawer test' with 'Positive' (checked) and 'Painful' (unchecked); 'Kleiger's test' with 'Negative' (checked); and 'Percussion' with 'Negative' (checked).


*Checklists are available throughout Guided SOAPs for time-efficient, thorough documentation.*




*Short Notes* are for adding a minor injury (ie: contusion) if you don't want to write up a full SOAP. Short notes can also be used as an addendum to an existing Guided SOAP, Blank SOAP, or even a prior Short Note.

*Progress Notes* can be added to an initial SOAP or Short Note to document patient progress or rehabilitation notes.

*Discharge Notes* are used to document patient clearance to activity, or discharge from your care, and can be added to any SOAP note or Short Note.

To add a short note, progress note, or discharge note, click the “More” tab  All notes can be sent as a report. To send a SOAP note, once signed and locked, click the “more” tab, then “send report” from the side pop-out menu. Any attached progress notes, short notes or discharge note will be sent along with the SOAP report.

To send a progress note, discharge note, or short note individually, click the mail icon  located below the note once it's saved.

### **Watchpile**

A patient can be added to a “watchpile” as a reminder to follow-up with that particular individual. For example, this could be a case of medial tibial stress syndrome in which you want a reminder to check on that patient in a week to make sure the condition is not progressing into a stress fracture, or warranting physician referral. Those placed in the watchpile have a blue “check later” icon next to their name, and also appear in the watchpile list in the alerts section. To remove a patient from the watchpile, click on the “more” button and then select “remove from watchpile” from the side pop-out menu.

*Please note the “More” tab to perform the above functions will only appear after a SOAP or Short Note used for the initial evaluation is signed and locked.*

### **Best Practice Documentation Assistance**

Some AT Genius™ features have been developed based on required NJ documentation procedures as defined in the Board of Medical Examiners Rules and Regulations for athletic trainers such as:

1. Identifying measurable treatment goals, expected treatment frequency and treatment duration.
2. Documenting patient progress.
3. Including the ATs license number on reports.
4. A sign and lock feature that makes the record unable to be altered once finalized (you can however, “save” to finish later before signing and locking).



You can attach addendums such as progress notes, short notes, and discharge notes to a signed and locked record.

5. A locked/unlocked icon appears next to each patient's name. An alert system notifies you if a record remains unsigned/unlocked for 7 days. The number of days is adjustable in "account."
6. To prompt you to update your records, an alert system notifies you of idle, undischarged records that need attention. The default is set for 7 days. The number of days is adjustable in "account." Once you add a note to the record, it is no longer considered idle and the time resets.

While these features of electronic record keeping may not be required in your state, they will assist you in following the latest best practices for AT documentation.

The system assists you with best practice documentation guidelines and NJ Rules and Regulations by providing the following reminders:

1. Patients who have not been discharged have a red "Not Discharged" label next to their name when viewing patient lists.
2. Patients who have been cleared for activity have a green "Discharged" next to their name when viewing patient lists.
3. Patients who have not been discharged and who have not had any activity or updates in their record for a period of time have a blue "Needs Attention" next to their name. This is to encourage the AT to update their file with a progress note. The default for this alert is 7 days of record inactivity, however this can be modified under "Account."

Please note if you select "go as can" or "full go" on a SOAP or short note with your initial evaluation, the patient is immediately discharged.

Jules Granger	09/21/2016	CHECK LATER	
Myranda Kardash	10/11/2016	NOT DISCHARGED	
John Mazzer	09/21/2016	DISCHARGED	

*AT Genius™ displays the patient's status, if a patient is placed in your watchpile, or if a record needs attention.*



## **Re-injury**

If a previously discharged patient gets reinjured, select the More tab, then re-evaluation from the side pop-out menu. You may select a short note, open SOAP or Guided SOAP to document the re-injury. If “out” or “limited” is selected for Participation Status, the patient will change from “Discharged” to “Not Discharged.”

## **Recents**

Upon sign-in, AT Genius™ will display the 10 most recently active records. If you have more than user at your institution, the Recents list reflects a combination of all users.

## **Images**

A headshot of a patient can be taken with your device when entering patient information. This is helpful in keeping track of who’s who. We recommend you check with administration before taking headshots. Athletes or their parents will often have already signed a release or permission regarding photos, so any needed permission may already be in place.

You can add an image of the injury once you save the document by clicking on “more,” then selecting “add image” from the side popout menu. We recommend you speak with your school administration to make certain you can take images of students before using this feature. Some schools have a photos permission already in place for athletes.

## **Security**

Due to security features, the system will automatically log you out if left idle for about 20 minutes. Please note the system does not always automatically logout on the iPhone. If you come back to it after a period of time and it still appears logged in, it is best to logout and login again to avoid any errors.

All data is security-encrypted and HIPAA compliant.

All data is stored and backed up on a secure server for 7 years after the last date of entry.



## Account

Several items can be customized in the Accounts section such as sports, fields, and alerts.

A screenshot of the 'Range of Motion' settings interface. The interface is divided into two main columns: 'Knee Extension' on the left and 'Knee Flexion' on the right. Each column has an 'Active' and a 'Passive' section. In the 'Active' section of both, there are three radio buttons: 'WNL' (unchecked), 'Painful' (checked), and 'Limited ROM' (unchecked). Below these is a text input field labeled 'Specific Limited ROM'. In the 'Passive' section, the same three radio buttons are present, with 'Painful' and 'Limited ROM' both checked. Below these is another text input field labeled 'Specific Limited ROM'. In the 'Knee Flexion' section, the 'Specific Limited ROM' field contains the text '90 degrees'.

*If you type in the box to identify a specific ROM, "Limited ROM" gets automatically checked as soon as you start typing.*

## Concussions

The system provides two options for concussion evaluation. You can complete the concussion evaluation provided, or upload a completed paper SCAT. Please follow local and state guidelines/laws regarding concussion management and documentation.

Tabs and checklists are provided to navigate the concussion evaluation.

Once you sign and lock a concussion evaluation, you may perform the following by clicking the "More" tab and selecting your choice via the side pop-out menu:

1. Complete serial symptom checklists or cranial nerve evaluations as often as necessary to document patient progress.
2. Document each step of your Return to Play Protocol. "Activities" can be customized in the Accounts section.
3. Discharge a patient and seclt

To view previously completed serial symptom checklists, cranial nerve assessments, or the patient's RTP protocol, select the appropriate item on the side pop-out menu via the "More" tab.

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