

# GETTING THE MOST OUT OF ATG

## *Tips, Tricks and Ten Things You Didn't Know*

Thank you for selecting ATGenius.com, the EMR system that will help you become more organized, communicate better and show your value. The following instructions will help you get the most out of our system, improve your efficiency and bring out your inner genius!

### ACCOUNT OPTIONS

From the home page, click Account then explore your customizable options under the Account Options Tab

#### Add Your Credentials

Adding personal info like your license and BOC number will show under your signature when you send emails or reports.

#### Set Up Autofill for common injuries

Brief objective findings ready-to-go for common injuries will help you document faster. Check out our existing options or add your own! [Learn more](#)

#### Customize Dropdown Selections

Such as Sports, Referral Providers, Treatment Sign-In Options and Concussion Return to Play Activities.

#### Add Coaches to the Address Book

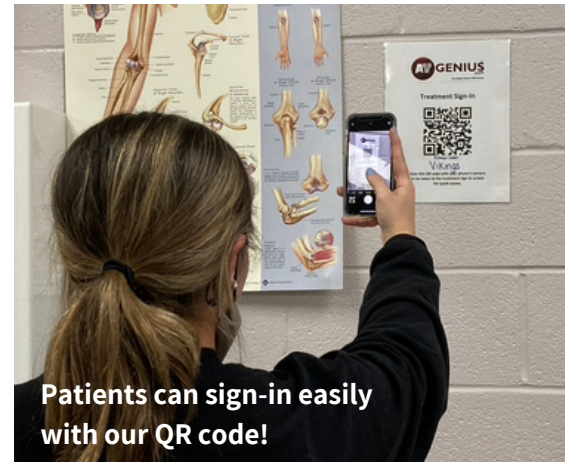
Save time and convenience when sending emails and reports by uploading your coaches' emails and cell numbers prior to the season.

#### Download our Treatment Sign-In QR Code

Our [customized QR code](#) is the easiest way to ensure all athletes are signing in every time. From Account Options, click Treatment Sign-In then Download QR code. Print it out, laminate and hang multiple copies around your facility for quick and easy sign-in right from a cell phone. Customize our [Paper Coach's Note](#) to improve treatment sign-in accuracy.

#### Add Team Members

Healthcare providers who will need access to your records such as athletic trainers, school nurses or AT students can be added as team members. You can give certain individuals limited access if desired.



Patients can sign-in easily with our QR code!

### DOCUMENTATION GUIDELINES

Our [Documentation Guidelines](#) were created to share the ins and outs of proper documentation for athletic trainers. You'll learn the 'whos, whats, whens and wheres' of SOAP notes. What is typically a common barrier for many ATs doesn't have to be with ATGenius. Our user-friendly SOAP note format along with these guidelines makes it simple to document, stay on top of patient records, protect yourself legally and improve your patient care.



Clicking on the ATG logo always takes you back to the main menu

## IMPORTING ATHLETES

There are a few ways to add athletes and patients to your ATG account

### Pre-existing demographics list

Go to Account Options then Athlete/Student Import. A .csv file is required to upload.

Here are the [fields](#) we can import.

### Email your file to us and we'll take care of it

Send your list to [ATGeniusEMR@gmail.com](mailto:ATGeniusEMR@gmail.com)

### Add patients as they walk-in

Click New Patient to add each one manually

### Patients create their own account

Customize these [instructions](#) specific to your institution and send it to patients via email, or print and laminate for easy in-person distribution in your facility.

## THINK FIRST BEFORE IMPORTING



Please note that importing demographics does not provide a means for athletes to use advanced features such as our Rehab Card, Preseason Documents and updating the Athlete Portal, which require a login using an email and password. If you foresee utilizing these features, we recommend athletes create their own account using an email and password. [Learn More](#)

## ARE YOU A BEGINNER?

Please take 7 minutes to get to know us better and watch our [ATGenius Basics Video](#).

## 10 THINGS YOU DIDN'T KNOW

Ok maybe you know some of these, but please explore!



### #1 Mental Health Questionnaire

Injuries can affect our patients both physically and mentally. Check in with your athletes' emotional well-being by sending a mental health questionnaire. From a patient profile. Click Options then Mental Health Section. You can send the questionnaire via email or text. Please note our system requires a mental health questionnaire to be completed in-person with the AT.



### #2 Outcome Measures

Patient reported outcome measures show the effectiveness of your treatments and where treatment may need to be adjusted. Paper questionnaires take time to score and effort to compare. Simply send your patient an injury-specific patient questionnaire right to their phone. ATGenius will score the outcome measure, making it quick and easy to see patient improvement. From a patient profile, click Options then Patient Questionnaire.



**Genius Tip:** Share score improvements with parents, patients and coaches.

### #3 Send Text Messages and Concussion Sx Checklists

ATGenius allows you to send text messages and concussion symptom checklists to your patients. Remind your athletes to bring sneakers for their next visit or to warm-up on the bike when they arrive for rehab. The athletes cannot reply and your number will never be revealed. To send a text message, go to a patient profile, click Options then Add Message. To send a concussion symptom checklist, go to a signed concussion evaluation, click More then Symptom Checklist.



**Genius Tip:** Stay connected with concussed patients even if they are unable to attend school due to symptom severity by sending a symptoms checklist.

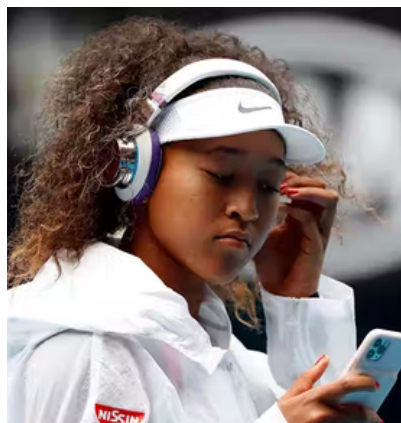
**AT GENIUS**  
The Athletic Trainer's EHR System

Headache  
Severity:  
 0  1  2  3  4  5  6

Head pressure  
Severity:  
 0  1  2  3  4  5  6

Fatigue  
Severity:  
 0  1  2  3  4  5  6

Dizziness  
Severity:  
 0  1  2  3  4  5  6



Send concussion symptom checklists and reminders by text!

#### #4 Shin Questionnaire

When it comes to shin pain, getting a baseline of symptoms and history is important to rule out a stress reaction or stress fracture. ATGenius has created a shin pain questionnaire that asks your patient about relevant shin information to determine the next best step. Send the questionnaire to your patient's phone from any lower leg SOAP evaluation.

#### #5 Equipment Loan

Tired of losing crutches or med kits to athletes and coaches? Track the equipment you loan out with the equipment loan manager. You can quickly record when equipment leaves your office and when its returned. From the main screen in the top right, click Equipment Loan.



### VISIT OUR YOUTUBE PAGE

View all of our instructional videos, recorded demos, and tutorials!

#### #6 Daily Journal

Need to document a liability concern, injury prevention meeting with a team, or conversation with a coach? From the main page, click Daily Journal.



**Genius Tip:** Talk to your football team about proper hydration and proper tackling technique, or ACL injures with your soccer team and document your prevention efforts in the Daily Journal.

#### #7 Create Rehab Cards and Templates

Rehab cards are designed for more independent patients. You can customize the exercises for short or long-term rehab programs and athletes can access it right from their cell phone. To add a rehab card, go to the injury evaluation, click More, then Rehab Card. You can develop individualized rehab programs for your patients, and insert pictures or videos to help your athletes remember the exercises. [Learn more.](#)

**Genius Tip:** Create rehab card templates for common injuries such as a beginner ankle or advanced knee that are ready to go. To add a template, go to Account Options, Rehab Card Template. [Learn More](#)

#### #8 Manage Preseason Documents

To manage all the documents that must be completed during preseason, check out the Preseason Documents tab within Account Options. Upload your documents that require a read notification, e-signature or file download.



**Genius Tip:** Create a fillable PDF for athletes or parents to download, save to their device and upload into the system for documents such as a health history form or physical.

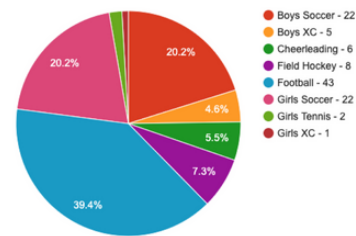
#### #9 Explore Report Options

From the main menu, click Reports. You will see a variety of options ranging from Coach's Report to a Treatment Statistics Report. A Coach's Report shares the injured athletes' status and treatment compliance with a coach for a specific time period. A Treatment Statistics Report shows the value of your services from patient sign-ins. You can track the amount of referrals with our Physician Referral Report.



**Genius Tip:** Use our injury and treatment statistics reports to show your value to school administrators, coaches and other stakeholders.

Injuries by Sport



#### #10 Add Your School Logo To Emails

To add your school logo to any emails you send from ATGenius, go to Account Options then click School Logo.

### ATG Survival Guide

Whether you're a new AT taking your first job, a seasoned pro, or somewhere in-between, here are some tips to help you be your best. [Learn More](#)

## RECORD KEEPING MADE SIMPLE.

Contact Us - [ATGeniusEMR@gmail.com](mailto:ATGeniusEMR@gmail.com)