

Willamette Sports Medicine

Welcome incoming freshman and transfers to Willamette University. These are the instructions for your medical paperwork to play varsity sports at Willamette University. You will have to log into ATS to begin the process. There is a link on our sports medicine page that you can click on. These forms are different and used for a different purpose than the forms you will fill out for ARMS, so please read these directions and complete them in entirety. There is a checklist on the last page. All tasks listed must be completed for you to be cleared to participate in your sport.

PARENTS: PLEASE ALLOW YOUR SON OR DAUGHTER FILL OUT THE PAPERWORK

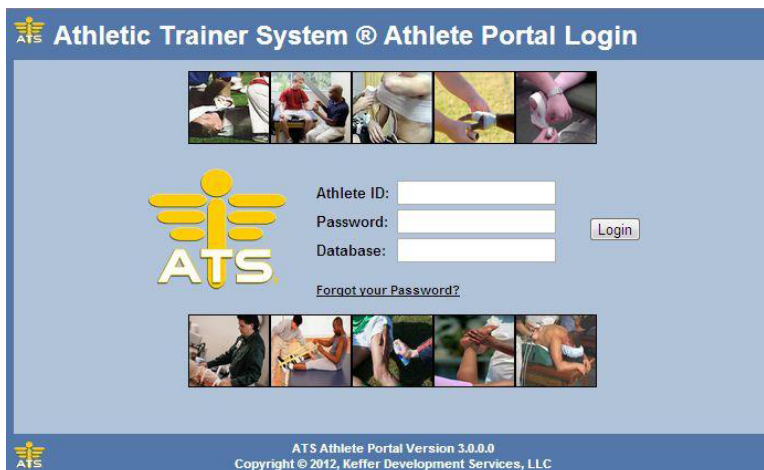
Once you click on the link you will see this website below. Please use the word **new** for both the ID and Password. You will be prompted later to change the ID and Password.

Link: <http://willamette2.atsusers.com/>

Athlete ID: **new**

Password: **new**

Database: atswillamette



Athletic Trainer System ® Athlete Portal Login

Athlete ID:

Password:

Database:

Login

[Forgot your Password?](#)

ATS Athlete Portal Version 3.0.0.0
Copyright © 2012, Keffer Development Services, LLC

There are **3 STEPS** to complete on ATS, please be sure to read to the bottom of the directions. These forms are **NOT** the same as the ARMS forms that you need to complete. Again, please read all of these directions and complete **ALL 3 steps** of this process.

Step 1 – Athlete Information – Tabs: Medical History, Insurance, Emergency Contacts

The next section is the athlete information section. Please fill out all of the yellow highlighted sections. For the ID#, you put in your **student ID#** that was given to you from the university. The password is your choice but you need to remember it when coming into the training room. Once this is filled out, click the “**Save Athlete Information**” button. When you click this, there will be five more tabs at the top of the webpage.

Important tips:

- If you are having problems with the webpage, try a different search engine such as Chrome, Internet Explorer, Firefox or Safari.
- Use the “**Medical History**” tab only if you need to list surgeries.
- If you try to save and there is a yellow section not filled out, you cannot save the information. At the top it should say what question was not filled out.
- Larger forms that you upload into the system take longer to save. Don’t navigate to another section until you see the “Save Complete”.
- The signature box is visible at the bottom of each page under the “**New Athlete Medical History**”. **Sign only the last page of the medical history**. Also, the signature will take a few seconds to load into the system. Please be patient.
- The insurance card that needs to be uploaded into the system should be readable and not have a mirror image. You can take a picture with your cell phone and upload it into the system.
- Make sure to save as you go, since you might be logged out from your Internet browser. Even though you are active, the browser still might log you out.

Medical History Tab

If you haven’t had a surgery in the past, click on **Verify Medical History**.

Click on the “**Add**” button to enter information for each surgery you have had in the past. Leave the **Other Medical Notes** blank. If you entered any surgeries, click the **Save Medical History** button.

Insurance Tab

Click the “**Add**” button to add your insurance. Under “**Company**” your insurance company should be listed. If not, close window and click on “**Add a New Insurance Company**” button and add your insurance company, then go back to the “**Add**” button. Enter information in all of the yellow highlighted sections. In the “**Payor#**” field you have to enter **1** since this is your primary insurance. At the bottom you are required to upload a copy of your insurance card. Make sure to upload both the front and back of your card. **Files must be < 1mb in size and type .jpg, .png, .bmp or .gif and readable**. Once the card image is uploaded, click the “**Save**” button (blue check mark) on the bottom left of webpage.

Contacts Tab

Click on the “**Add**” button and fill as much information as you can. Under **contact order**, enter a **1** for the person you wish to be contacted first. Include a note if there is anything else we should know such as *Try work phone first*. To add another person click “add” again. Make sure you put a number under contact order. To finish, click the “**Verify Emergency Contact Information**” button.

Step 2 – Medical Forms - (New Athlete Health History, Assumption of Risk, Statement of Insurance, HIPAA)

Forms Tab

You will need to fill out all the forms and save them. Once they are completed, it will show up under records at the top of the page. The required forms are listed below:

- **New Athlete Health History:**

This section is lengthy, but extremely important. This form has yes or no answers, you have to select an answer for each question or it will not save. **If you list an injury**, please list the **date of injury** including the **month and year**. Complete all of the questions and sign on the last page. Click on **“Save”** when you are done. If there are any incomplete answers, they will be noted at the top of the page. Complete the missing information and click on **“Save”** again.

- **Assumption of Risk:**

You need to read all the sections and put your initials in the box at the bottom of each section (Explain section). When done please sign the form.

- **Statement of Insurance:**

You need to read this section and sign it at the bottom. Don't forget to save.

- **Student-Athlete authorization/consent for disclosure of protected health information:**

You need to read this section and sign it at the bottom. Don't forget to save.

To complete these forms follow the directions below:

1. Select the **"Forms"** tab
2. Select one of the forms from the drop down tab that is below the records box
3. Click the **"new"** button to the right of the drop down tab

Athlete Information - WILLAMETTE UNIVERSITY

General | Medical History | Paperwork | Insurance | Contacts | **Forms** | eFiles

Forms
Hide Submitted Forms

Form Name	Date/Time Form was Saved	Show Details
Year: 2019		
Student-Athlete Authorization Consent for Disclos	8/10/2019 12:11:15 AM	Show Details Below
Statement of Insurance	8/10/2019 12:10:02 AM	Show Details Below
New Athlete Health History	8/10/2019 12:09:59 AM	Show Details Below
Assumption of Risk	8/9/2019 11:39:05 PM	Show Details Below

Page Size 5

Please choose a form name and click New to start a new form. Choose a form name and a date to view that existing form. Read all questions and click Yes/No, enter a range value or enter an explanation to those that apply.

* Items required to be filled out.

Form Name: Assumption of Risk

Date: Select Date

New Save

4. Read, fill out and sign the form: You have to sign each form, or it will not save. You can do this with your mouse, smartphone or tablet. If the signature works, it will give you an “ok”. Type in your name below in the “Signed By” box, then click the “Sign” button. Now you can click “Save”. There will be a confirmation that you have completed the form once you hit save, or it will say form was not completed.



5. Once signed and completed, click on the **Forms** tab again. Make sure the completed forms are showing in the box at the top of the page in the forms tab. If they are not there, they did not save and will show to us that you have not completed them.

6. Repeat these steps for **each** of the **four** forms. Make sure

Step 3 – (Extra Forms, Pre Participation Physical Form, IMPACT directions)

E-Files Tab

You will **need to print out** the Pre-Participation “Banned Substance Form”, Impact Directions and Pre-Participation “Physical Evaluation”. These forms need to be filled out and signed. Once that is done, you need to go back into ATS and upload them into the system.

- ***Pre-Participation “Banned Substance”***

This form is for your physician to sign if you are taking anything that is a banned substance. The lists of banned substances are on the NCAA website. <https://www.ncaa.org/sports/2016/7/20/ncaa-drug-testing-program.aspx>

- ***Pre-Participation “Physical Evaluation”***

This needs to be filled out by your physician. **IMPORTANT:** Make sure you print and take your “**Health History Form**” with you. They need to review this while doing your physical. The physical must be performed no earlier than June 1st of the current year.

- ***Sickle Cell Test***

All new athletes including transfers must supply documentation of sickle cell test results. This needs to be uploaded into ATS.

- ***ImPACT Directions***
- Baseline neurocognitive testing will be completed by ALL first year, transfer and football student-athletes prior to participation in athletics at Willamette University. Football players will have to complete this test **before** every season.

ATS Medical Paperwork Checklist

Everything needs to be completed or you will not be cleared to participate

Everything can be found when you log into the ATS system

Remember these are different/separate from the ARMS forms

- General Information Tab – Includes your address and contact information
- Medical History Tab – List any surgeries you have had
- Insurance Tab – Upload insurance information and picture of the front and back of your card
- Contacts Tab – Emergency contact information
- Forms Tab
 - New Athlete Health History Form – fill out yes/no answers, sign and save (list the injury and month/year of specific injury)
 - Assumption of Risk Form – read, sign and save
 - Statement of Insurance Form – read, sign and save
 - HIPAA/Student Authorization Form – read, sign and save
- E-Files Tab
 - Sports Physical Evaluation – Print off and take the form to your appointment with your primary care physician. Your PCP must fill out sign, date and stamp with their clinic stamp this form.
 - Sick Cell Test Results – Request Newborn records, or schedule an appointment with your primary care physician to get a new test
 - ImPACT Test – Follow the directions to complete the test online, allow 30-40 minutes to complete