

Willamette Sports Medicine

Welcome returning student-athletes 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.

PARENTS PLEASE HAVE YOUR SON OR DAUGHTER FILL OUT THE PAPERWORK

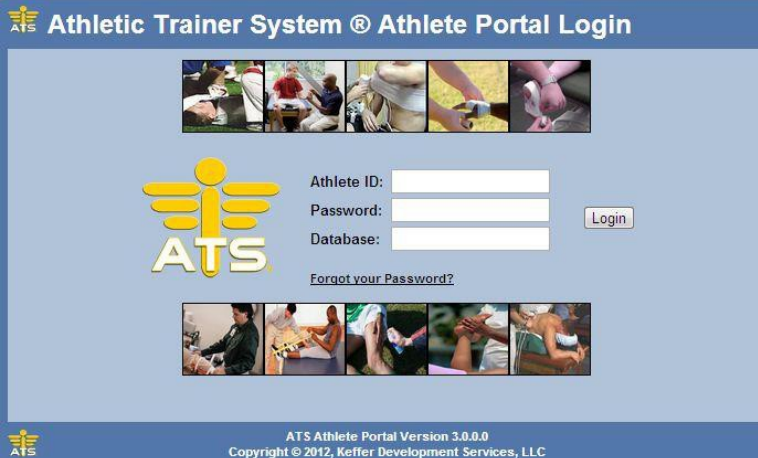
Once you click on the link you will see this website below. Please use the word **new** for both the ID and Password. You will be prompted later to change the ID and Password.

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

Athlete ID: **Student ID#**

Password: **bearcats**

Database: **atswillamette**



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 “**Returner 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 might still log you out.

Medical History

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

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

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.

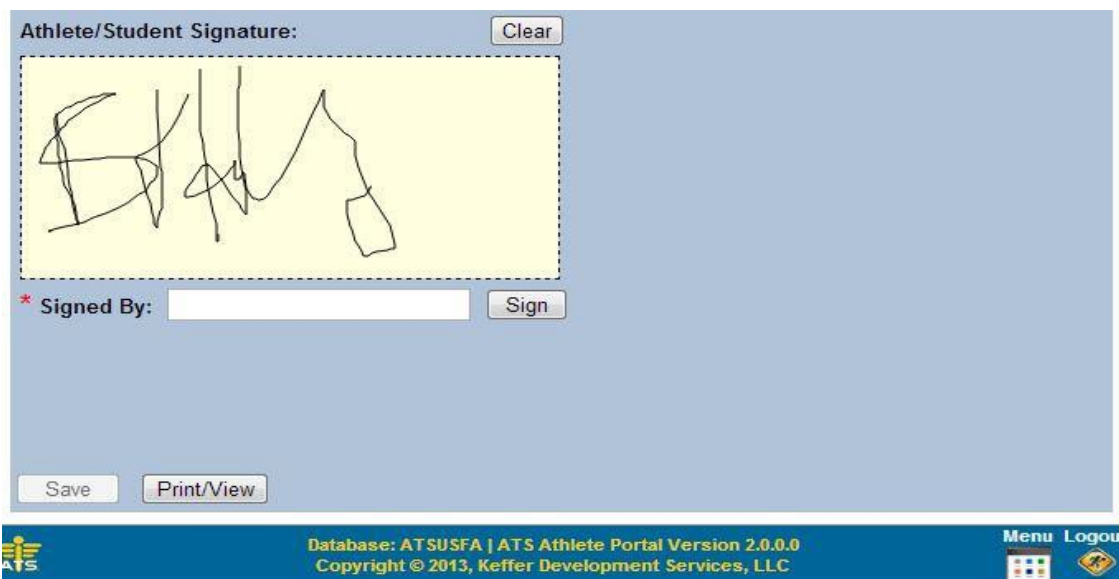
Forms

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:

- Assumption of Risk
- Returner Athlete Health History
- Statement of Insurance
- Student-Athlete authorization/consent for disclosure of protected health information

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. It will give you an “**ok**” if the signature will work. You can do this with your mouse, smartphone, or tablet. Fill in your name below in the “Signed By” box, then click the “**Sign**” button. Now you can click “**Save**”.



The screenshot shows a web form for signing. At the top left, it says "Athlete/Student Signature:" with a "Clear" button to its right. Below this is a yellow rectangular box with a dashed border containing a handwritten signature. Underneath the signature box is a red asterisk followed by "Signed By:" and an empty text input field. To the right of the input field is a "Sign" button. At the bottom left of the form area are "Save" and "Print/View" buttons. The footer of the page is blue and contains the ATS logo, the text "Database: ATSUSFA | ATS Athlete Portal Version 2.0.0.0 Copyright © 2013, Keffer Development Services, LLC", and "Menu Logout" with a grid icon and a diamond icon.

Go to the top of the page. **Under “Form Names”** you can click the dropdown box and go to **Returner Athlete Health History** form.

Returner Athlete Health History

Fill out all of the questions and sign at the end. This is for any new injuries you have sustained that we don’t know about from the last school.

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.

E-Files

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.

- ***Return to Play***

If you had surgery last year or physical therapy and need to be cleared print out the Play form and have your physician sign it before uploading to 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>

- ***Impact Directions***

If you will be playing football, you are required to take the ImPact test every year.