

CLINICAL OUTCOMES RESEARCH EDUCATION
FOR ATHLETIC TRAINERS

A.T. Still University – Athletic Training Program

CORE-AT EMR
User Manual

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The CORE-AT System

The Clinical Outcomes Research Education for Athletic Trainers (CORE-AT) system is a web-based electronic medical record and injury surveillance component for athletic trainers. The CORE-AT system was designed and developed by athletic trainers in partnership with Essentialtalk™, an international technology communication company.

The CORE-AT system is compliant with the data acquisition, storage, and transmission standards set forth by the Health Insurance Portability and Accountability Act (HIPAA).

Health information obtained using the CORE-AT system is not stored locally on computers. Instead, data is uploaded in real-time and transmitted to secure, redundant servers.

This manual is designed to help orient the athletic trainer to the CORE-AT system and to provide technical information and training.

System Overview

The CORE-AT system is comprised of an Electronic Medical Record (EMR) system as well as an Injury Surveillance Component (ISC). Within each of these two components are several primary pieces that create the complete system.

This EMR has the ability to register new patients, record personal demographic information (e.g., PCP, guardian, and contact information), initial injury demographics, complete injury evaluation, daily treatment notes, progress notes, and discharge evaluations and summaries.

The system is organized by patient names, with the ability to quickly search through registered patients in your clinic using the Main Menu as well as access patient injuries and files from a centralized Injury Menu. In essence, the CORE-AT EMR system acts like a virtual filing cabinet for secure storage of all your patient records.

The ISC is designed to integrate seamlessly with the EMR system, and to eliminate the need for double data entry. All that is required of the athletic trainer is to record the number of participants for each team's practices and games throughout the week. All incidences of injury, time loss, severity, etc. are automatically calculated via the documentation system within the EMR system.

CORE-AT PROJECT

One unique feature of the CORE-AT EMR is the built-in patient-oriented outcomes instruments. For each injury that is recorded into the system, a series of general and region-specific outcomes instruments are generated for the patient to complete. These instruments provide valuable information to the athletic trainer regarding how the patient is progressing with his/her injury, and the overall effectiveness of the care being provided.

The patient can complete outcomes instruments in the athletic training room at the time of evaluation, or log onto the system from home to complete the instruments.

Integration of patient-oriented outcome instruments will help to improve clinical practice, not only with individual patients, but also within the profession as a whole, as we work to characterize athletic training practice through the development of the CORE-AT Project.

Each component of the CORE-AT system is explained in detail within this manual. It is our hope that you will be able to utilize this system to effectively improve your patient documentation and overall care with a more efficient, intuitive, and effective documentation and injury surveillance component, in addition to contributing valuable information to the efforts of the CORE-AT Project.

Electronic Medical Record (EMR)

The CORE-AT EMR system is comprised of two types of pages: Menus and Forms. Throughout this manual, we will refer to pages where patient information is accessed as a “Menu” and pages where patient information is entered as a “Form”.

Menus within the system include the Main Menu, which provides access to all registered patients, and the Injury Menu, which provides access to all injuries documented for a specific patient.

Forms within the system include the patient registration form, injury demographic form, evaluation form, daily treatment form, discharge summary form, and the various patient-oriented outcome forms (SF-12, PEDS-QL, FAAM, etc.). Forms are completed by either the clinician or the patient, and once submitted cannot be edited. You can view all completed forms from the Injury Menu.

NAVIGATION TIPS

Because the CORE-AT system uses Flash Technology™, clicking the “Back” button on your browser will cause you to exit the system. For this reason, make sure you always click on one of the buttons within the system.

Now let’s look at the individual Menus and Forms within the CORE-AT EMR system.

Menus

Login Page

To access the CORE-AT system, open your Internet browser to the following URL:

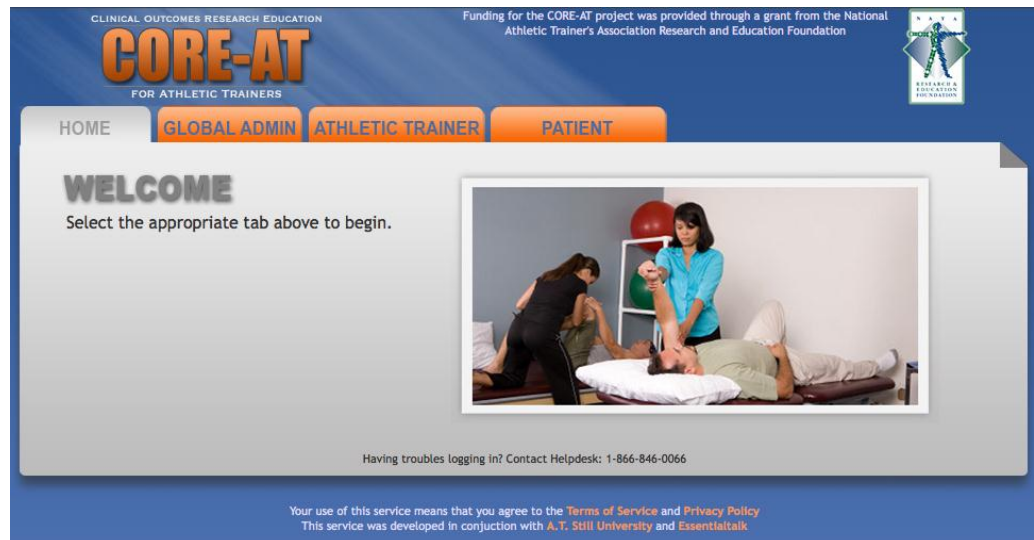
<http://www.core-at.com>

On this page you will find orange tabs for Global Admin, Athletic Trainer, and Patient.

Global Admin
is the login tab for
the CORE-AT
Project Personnel.

Athletic Trainer
is the login tab for
athletic trainers.

Patient
is the login tab for
registered
patients.



Click on the "Athletic Trainer" tab to open the login fields.

Logging In

Because the CORE-AT system is used by athletic trainers across the country, it requires you to specify your clinic/high school, your personal username, and your personal password.

To sign into the CORE-AT system, enter your “Clinic ID”.

In the next field, enter your personal “Username”.

Finally, enter your personal “Password”.

Now, click on “Login”.



The screenshot shows a login interface for the "ATHLETIC TRAINER" system. At the top, the title "ATHLETIC TRAINER" is displayed in large, bold, grey letters. Below the title, there are three input fields: "Clinic" with the value "demo", "Username" with the value "demo1", and "Password" with masked characters "....". A small note below the password field states "Account Information is case sensitive." At the bottom of the form is a rounded rectangular button labeled "LOGIN".

Main Menu

After logging into the system, you will be directed to the Main Menu (shown below).



This page provides navigation for the entire system:

- 1) **Injury Surveillance:** complete weekly injury surveillance reports.
- 2) **Register New Patient:** add a new patient into the system.
- 3) **Search Patients:** locate a patient's record by entering his/her name into the search box.
- 4) **Patient List Table:** a list of your registered patients.
- 5) **Patient Profile:** record, view, or update a patient's demographic and contact information.
- 6) **Patient Injuries:** enter a patient's Injury Menu; record, view, or update the patient's injuries and the forms associated with these injuries.
- 7) **Logout:** log out of the CORE-AT system.

Injury Menu

The Injury Menu provides access to all of the documentation for a specific patient, and is where you will enter new injuries, document daily treatments, and complete discharge notes.

To reach a patient's Injury Menu from the Main Menu:



- 1) double click on his/her name in the Patient List Table

OR

- 2) highlight the patient's name in the Patient List Table and click on the "Patient Injuries" button.

CORE-AT PROJECT

Once in the Injury Menu (shown below), you will find the following screen:

The screenshot shows the CORE-AT web application interface. At the top, the 'CORE-AT' logo is on the left, and navigation links 'Main Menu' (5) and 'Logout' (7) are on the right. Below the logo, a yellow dashed box labeled '1' encloses the 'Add New Injury' button. To the right of this box, a status bar shows 'Number of Overdue Forms: 12' (3). Below the status bar, a yellow dashed box labeled '2' encloses a patient information panel with fields: Name: Test Patient, Username: testpatient, Email: msatc03@yahoo.com, School Year: Freshman, DOB: 12-12-1995, Age: 13, Sex: Male, PcpName: unknown, and PcpPhone: (4). To the right of the patient panel, a yellow dashed box labeled '4' encloses a 'Select Injury' dropdown menu. Below the dropdown menu are three buttons: 'Complete Injury Evaluation', 'Add Daily Treatment', and 'Complete Discharge Summary'. In the top right corner, a yellow dashed box labeled '6' encloses 'Login as Patient' and another yellow dashed box labeled '7' encloses 'Logout'.

- 1) **Add New Injury:** add a new injury for the patient.
- 2) **Patient Demographic Information:** view a patient's demographic information.
- 3) **Number of Overdue Forms:** indicates how many pending outcome instruments a patient needs to complete.
- 4) **Injury Drop-Down Menu:** view all recorded injuries as well as the diagnosis, date of injury, and status of each injury (see page 10 for more information).
NOTE: this drop-down menu will be empty for new patients.
- 5) **Main Menu:** return to Main Menu.
- 6) **Login as Patient:** log into Patient View (see page 12) where the patient can complete pending forms associated with his/her injury. This feature can be utilized for patients who need to complete their outcomes instruments in the athletic training room during a treatment visit.
- 7) **Logout:** log out of the CORE-AT system.

CORE-AT PROJECT

In the center of the screen is a drop down menu (see #4 above) to view patient injuries. This drop down menu will show all injuries that were previously recorded within the system, as well as that injury's current status. For new patients, this drop down menu will be empty.

Number of Overdue Forms: 14

Select Injury

- Back: 724.2 - Pain, low back (Mon Aug 31 2009) -> In Treatment
- Head: 850.9 - Concussion (Tue Aug 11 2009) -> In Treatment
- Left Ankle: 924.21 - Contusion (Mon Aug 10 2009) -> In Treatment
- Back: 846.10 - Sprain / Strain Sacroiliac (Sun Aug 9 2009) -> In Treatment
- Left Shoulder: 726.2 - Impingement Syndrome (Sat Aug 8 2009) -> In Treatment
- Right Knee: 717.9 - Internal Derangement (Wed Aug 5 2009) -> Discharged

Once an injury is selected, several new options will be available:

Number of Overdue Forms: 12

Left Shoulder: 726.2 - Impingement Syndrome (Sat Aug 8 2009) -> In Treatment

Complete Injury Evaluation Add Daily Treatment Complete Discharge Summary

9 AT Patient 10

Date	Type of Visit	Status	Clinician
Wed Aug 12 2009	Injury Demographic Created	Complete	Mr. Bart Anderson

Edit Draft View Form

Below the injury list, you will find buttons to complete an injury evaluation, add a daily treatment, or complete a discharge summary. These buttons are only available for use when a specific injury has been selected.

- 8) **Athletic Trainer Forms Buttons:** create an injury evaluation report, daily treatment note, or discharge summary using these respective buttons.
- 9) **AT Tab:** lists all forms completed by the athletic trainer in the "Form Table" (see #11 below).
- 10) **Patient Tabs:** lists all completed, overdue, or upcoming patient forms in the "Form Table" (see #11 below).
- 11) **Form Table:** lists all forms associated with the AT (page 11) or Patient (page 12) view.

Athletic Trainer View

The AT view (shown below) provides a list of all of the documentation forms for the specific injury selected. This includes the Injury Demographic, Injury Evaluation, all Daily Treatments, and the Discharge Summary forms. Also included are the dates that the forms were completed, and the clinician that completed the forms.

Number of Overdue Forms: 14

Left Shoulder: 726.2 - Impingement Syndrome (Sat Aug 8 2009) -> In Treatment

Complete Injury Evaluation Add Daily Treatment Complete Discharge Summary

AT Patient

Date	Type of Visit	Status	Clinician
Wed Sep 9 2009	Daily Treatment Completed	Draft	Ms. Alison Snyder
Wed Aug 12 2009	Injury Demographic Created	Complete	Mr. Bart Anderson

Edit Draft View Form

To view a completed form, simply highlight the form in the window, and then either double click on it or click the “View Form” button below the window.

You cannot edit forms that have already been completed and locked. Only drafts (forms saved for later) can be edited by using the “Edit Draft” button.

Number of Overdue Forms: 14

Left Shoulder: 726.2 - Impingement Syndrome (Sat Aug 8 2009) -> In Treatment

Complete Injury Evaluation Add Daily Treatment Complete Discharge Summary

AT Patient

Date	Type of Visit	Status	Clinician
Wed Sep 9 2009	Daily Treatment Completed	Draft	Ms. Alison Snyder
Wed Aug 12 2009	Injury Demographic Created	Complete	Mr. Bart Anderson

Edit Draft View Form

Wed Aug 12 09:21:12 GMT-0700 2009

Injury Demographic Created Complete

Patient View

The Patient View (shown below) provides a list of all outcomes instruments that the patient has completed, as well as upcoming or overdue forms. The date the instrument was completed, the name of the instrument, as well as the score is displayed in the Form Table.

The Patient View should be utilized by the athletic trainer to monitor the athlete's timely completion of the outcomes instruments.

Number of Overdue Forms: 14

Left Shoulder: 726.2 - Impingement Syndrome (Sat Aug 8 2009) -> In Treatment ▼

Complete Injury Evaluation Add Daily Treatment Complete Discharge Summary

AT Patient ←

Date	Type of Visit	Status
Wed Sep 9 2009	DASH Survey	DASH: 19/100 , SPORT: 6/100
Wed Sep 9 2009	PEDS-QL Survey	53/100
Tue Aug 18 2009	DASH Survey	Overdue
Tue Aug 18 2009	PEDS-QL Survey	Overdue

View Form

Forms

Registering a New Patient

To register a new patient, click on the “Register New Patient” button in the top left of the Main Menu (shown below).



This will direct you to the patient registration form. On the patient registration form, complete the fields with the patient’s personal demographic information.

Note that fields with an * are required in order to submit the form.

Title*: First Name*: Initial: Last Name*:

Patient Username*: Patient Password*: Re-Type Patient Password*:

Sex*: Grade*: Birthday* (MM/DD/YYYY): / /

Email*:

Address*: City*:

State*: Zip*:

Home Phone: Work Phone: Cell Phone:

Primary Care Physician

First Name: Initial: Last Name:

PATIENT USERNAME AND PASSWORD

The patient username is the personal patient id that your patient will use to access the system from home.

It should be something simple to remember and unique to each patient.

We recommend using a standard system for all patients, such as first initial, last name, or first name, last initial.

John Doe = jdoe or johnd

Please note that you cannot register two patients with the same username. If a username is already in use, the form will submit but the patient will not be available within the patient list window.

Primary Care Physician, Guardian 1, and Guardian 2 information is not required for patient registration, but is recommended for complete documentation.

Once all of the required forms are completed, click on the "Submit" button to register the patient. You will be returned to the Main Menu, and your newly registered patient will be available in the Patient List window.

Patient Self-Registration

The patient self-registration feature allows a parent or student-athlete to access the CORE-AT EMR from home for registration. This tool allows student athletes to enter their demographic information into the system before the beginning of a sports season. Once this information has been entered, it will be readily available for the clinician at the time of an evaluation or treatment. This feature was developed to remove the inconvenience from the clinician of entering all student-athlete information into the EMR. (Please refer to self-registration directions that can be printed as a handout on page 48.)

** Please note: in order to access the patient demographic forms for patients who have self-registered, the clinician must first "approve" the registrations. To approve registrations, these steps must be followed:

- 1) Log into "clinician" account,
- 2) Click on "Manage Public Registrations" at the top of the page,
- 3) You will be taken to a page with a list of patients who self-registered. You should then be able to click on the name of the athlete and "approve" that he/she be added to your clinic.

Daily Login

The Daily Login is designed to replace the traditional paper-form “Sign in” sheet. The athletic trainer should use this feature to document patients who receive athletic training services over the course of a day. Particularly, the athletic trainer should find this feature to be useful in capturing injuries (eg, non-time loss injuries) and services (eg, prevention exercises, prophylactic taping) that may not require a complete injury evaluation form. It can also be used to track the number of new evaluations, treatments, and other daily practice activities on a weekly, monthly, or yearly basis.

When entering the athletic training room for care, the athlete will log into the system and select the reasons for their visit. The daily login portion of the EMR functions independently from the Athletic Trainer View of the system, so both can be open simultaneously on separate computers. For instance, the AT may have a “patient station” at the entrance of the athletic training room or clinic in order for the patient to sign-in, in addition to having the EMR open on the AT’s personal computer at a desk.

To activate the Daily Login feature, click the “Daily Login Page” button in the upper right-hand corner of the Main Menu screen. This action will log you out of the Athletic Trainer View within the system and open the Daily Login Homepage.

Note: A patient must already have his/her name and demographic information registered in the system to utilize the “Daily Login” feature.

Patient	Last Visit
Delta, Patient (Delta)	Has not yet logged i
Beta, Patient (Beta)	Tue Jun 7 2011
Alpha, Patient (Alpha)	Tue May 10 2011

Daily Login: Patient View

From the Daily Login Homepage, the patient will be asked to type in his or her first name, middle initial, and last name, OR patient “username”.



The screenshot shows a web form titled "CORE-AT" in large orange letters at the top. Below the title is a header bar with the text "Wed Apr 27 2011 Log In Sheet". The main form area has a light gray background. It starts with the prompt "Enter your name:" followed by three input fields labeled "First Name", "Middle Initial", and "Last Name". Below these is a section titled "If your name is not unique, please enter your username:" followed by a single "Username" input field. The form is set against a blue gradient background on the left and top.

This will lead the patient to the Main Daily Login page where the following patient care information will be captured.

- 1) **The reason for visit:** (New Injury, Current Injury, Prevention)
- 2) **Current Sport**
- 3) **Body Part**
- 4) **Side of Body**
- 5) **Services being provided:** (ie. treatment, evaluation, taping, ice pack / hot pack, wound care, other.)

CORE-AT

Wed Apr 27 2011 Log In Sheet

Select your reason for visit:

Current Sport:

Body Part: Side of Body:

Select the services being provided:

- ☐ Treatment
- ☐ Evaluation
- ☐ Taping
- ☐ Ice Pack / Hot Pack
- ☐ Wound Care
- ☐ Other

Once complete, the patient can then “Submit” his/her information. For security purposes, once a patient completes and submits his/her daily login information, the system is redirected back to the Daily Login Homepage for the next patient to login. To log out of the Daily Login Homepage, simply close the window of your internet browser and return back to the CORE-AT EMR webpage at core-at.com.

Daily Login: Athletic Trainer View

In order to ensure that all information entered by patients is accurate, the athletic trainer will need to log into Athletic Trainer View and confirm all entries.

To review, edit, and confirm the daily login entries:

- 1) Click on the button labeled “View Daily Logins” from the Main Menu.

Register New Patient Change Password **View Daily Logins** Manage Public Registrations

Search Patients:

Type a name into the search box to find an existing patient.

Patient	Last Visit ▼
Delta, Patient (Delta)	Has not yet logged i
Beta, Patient (Beta)	Tue Jun 7 2011
Alpha, Patient (Alpha)	Tue May 10 2011

Patient Profile Patient Injuries

- 2) On the View Daily Login page, you will see a list of all patients who logged into the Daily Login. The default time range is for the current day.

Start: 07/29/2011 End: 07/29/2011

Patient	Sport	Injury	Services	Create Date	Is Locked
Patient, Beta (Beta)	Cheerleading	Injury Not Found	Treatment , Evaluation , Taping	Fri Jul 29 2011	false
Patient, Alpha (Alpha)	Volleyball	New Injury	Treatment , Evaluation	Fri Jul 29 2011	false
Patient, Delta (Delta)	Football	New Injury	Evaluation	Fri Jul 29 2011	false

View Totals Patient Injuries Lock All

This View Daily Login page provides a quick summary of all patients who logged into the system during the selected time period. From this list you can see patient names, sports, services selected, and the date of login. In addition, the right hand column indicates whether the login record has been reviewed and confirmed by the athletic trainer (ie, false=not confirmed, true=confirmed).

- 3) To view the entered details for a specific patient, click on the row containing the patient's entry.
- 4) You will now see the detailed information that the patient entered into the system. This includes the reason for visit, body part, side of the body, sport, and selected services. Here, you can modify the entered information as needed.

CORE-AT PROJECT

Start: 07/29/2011 End: 07/29/2011

Patient	Sport	Injury	Services	Create Date	Is Locked
Patient, Beta (Beta)	Cheerleading	Injury Not Found	Treatment , Evaluation , Taping	Fri Jul 29 2011	false
Patient, Alpha (Alpha)	Volleyball	New Injury	Treatment , Evaluation	Fri Jul 29 2011	false
Patient, Delta (Delta)	Football	New Injury	Evaluation	Fri Jul 29 2011	false

View Totals Injury Demographic Lock All

New Injury Body Part Injured: Knee Treatment Taping Wound Care
 Sport: Volleyball Side of Body: Right Evaluation Ice Pack / Hot Pack Other
 Is Locked Update Delete

NAVIGATION TIPS

On the View Daily Login page, if the patient enters “new injury” for the reason of the visit, an “Injury Demographic” button will be provided for the athletic trainer so that he or she can begin documenting the new injury. If the patient enters “current injury”, the system will attempt to match the injury based on the body part entered. If the system can match the injury, then it will provide a button to a Daily Treatment form, which allows the clinician to complete the necessary documentation for the injury.

- To link information entered into the Daily Login to existing documentation records, you must complete the patient’s injury demographic form or daily treatment form. If these forms are not completed before submitting (or “locking”) the patient’s login information, the program will not be able to link the patient’s login with the injury demographic or treatment forms.

Start: 07/29/2011 End: 07/29/2011

Patient	Sport	Injury	Services	Create Date	Is Locked
Patient, Beta (Beta)	Cheerleading	Injury Not Found	Treatment , Evaluation , Taping	Fri Jul 29 2011	false
Patient, Alpha (Alpha)	Volleyball	New Injury	Treatment , Evaluation	Fri Jul 29 2011	false
Patient, Delta (Delta)	Football	New Injury	Evaluation	Fri Jul 29 2011	false

View Totals Injury Demographic Lock All

New Injury Body Part Injured: Knee Treatment Taping Wound Care
 Sport: Volleyball Side of Body: Right Evaluation Ice Pack / Hot Pack Other
 Is Locked Update Delete

CORE-AT PROJECT

- 6) After reviewing the patient's login and making any necessary changes, login record, check the box labeled "confirmed" and click "Update" to officially submit the information to the system.

The screenshot shows a web application interface for the CORE-AT Project. At the top, there are date pickers for 'Start' and 'End' dates, both set to 04/27/2011. Below this is a table with columns: Patient, Sport, Injury, Services, Create Date, and Is Locked. The first row contains data for 'Joe, Doe (jdoe)', 'Hockey', 'New Injury', 'Treatment , Evaluation', 'Wed Apr 27 2011', and 'false'. Below the table, there are several buttons: 'View Totals', 'Injury Demographic', and 'Lock All'. At the bottom, there are dropdown menus for 'New Injury' (set to 'New Injury'), 'Body Part Injured' (set to 'Head'), 'Sport' (set to 'Hockey'), and 'Side of Body' (set to 'N/A'). There are also checkboxes for 'Treatment', 'Taping', 'Wound Care', 'Evaluation', 'Ice Pack / Hot Pack', and 'Other'. The 'Is Locked' checkbox is checked, and the 'Update' button is highlighted with a yellow box.

- 7) Once the patient's login information is locked, you will notice that the right hand column now reads "true". You will no longer be able to make future changes to the information.

Another feature of the daily login page is the ability for the clinician to track the number of patient visits, treatments, new injuries, evaluations, etc. This feature can be accessed by clicking the "View Totals" box at the bottom, center of the screen.

Additionally, if you would like to track patient visits over a specific period of time, you can adjust the "start" and "end" dates at the top of the page. This tool can be used to quickly track daily, weekly, monthly, or yearly services rendered by an athletic trainer.

This screenshot shows the same interface as the previous one, but with the 'View Totals' button highlighted with a yellow dashed box. The 'Start' and 'End' date pickers at the top are also highlighted with a yellow dashed box. Below the table, the 'View Totals' button is highlighted, and the 'Injury Demographic' and 'Lock All' buttons are visible. At the bottom, there is a summary section with the following data: Patient Visits: 1, Treatments: 1, Tappings: 0, Wound Care: 0, New Injuries: 1, Evals: 1, Hot/Cold Packs: 0, and Other: 0.

Injury Demographic Form

An injury demographic must be completed in order to access the other documentation forms within the system.

The CORE-AT EMR system's injury documentation format is broken down into two steps - the injury demographic and the injury evaluation.

The injury demographic contains the minimal amount of documentation needed for a patient's injury. The injury evaluation is a more detailed evaluation that allows for complete documentation of all evaluation findings. NOTE: We recommend utilizing both the injury demographic and the injury evaluation for the most complete documentation for your practice.

To add a new injury for the patient, click on the Add New Injury button in the top left corner of the Injury Menu screen.

CORE-AT

Add New Injury ←

Number of Overdue Forms:
Right Knee: 717.9 - Internal Derangement (Wed Aug 5 2009)

Name: Test Patient
Username: testpatient
Email: msatc03@yahoo.com
School Year: Freshman
DOB: 12-12-1995
Age: 13
Sex: Male
PcpName: unknown
PcpPhone:

Complete Injury Evaluation **Add Daily Treatment**

AT **Patient**

Date	Type of Visit	Status
Wed Aug 19 2009	Injury Evaluation Created	Complete
Wed Aug 19 2009	Injury Discharge Created	Complete
Mon Aug 10 2009	Daily Treatment Completed	Complete
Fri Aug 7 2009	Injury Demographic Created	Complete

Edit Draft **View Form**

CORE-AT PROJECT

This will direct you to the "Injury Demographic" form:

The screenshot shows a web-based form titled "Test Patient (testpatient)". The form contains the following fields and sections:

- Age:** 13
- Sex:** Male
- Grade:** Freshman
- Height (in):** [Empty]
- Weight (lbs):** [Empty]
- Date of Injury:** [Empty]
- Date of This Evaluation:** 09/08/2009
- Time Since Injury (days):** [Empty]
- Sport:** [Dropdown]
- Position:** N/A
- Level:** [Dropdown]
- Injured During:** [Dropdown]
- Mechanism of Injury:** [Dropdown]
- Time of Injury (00:00 - 23:59):** [Hour] : [Minute]
- Body Part Injured:** [Dropdown]
- Side of Body:** [Dropdown]
- Manual Addition of Tests (Available test are listed below):**
- Initial Pain Description:** [Dropdown]
- Numeric Pain Rating Scale:**
Please rate the pain associated with your injury on the following scale:
No Pain 0 1 2 3 4 5 6 7 8 9 10 Worst Imaginable Pain
[Radio buttons for each number]
- Current Participation Status:** [Dropdown]
- Previous History of Injury:** [Text area]
- Other Health Conditions:** [Text area]
- Preliminary Diagnosis:** [Dropdown]
- Severity of Injury:** [Dropdown]
- Initial Plan of Action:** [Dropdown]

At the bottom of the form, there are four buttons: "Save for Later", "Lock and Submit", "Lock and Submit and Continue to Outcomes", and "Cancel".

The injury demographic is a simple form to capture information for a patient's injury. It is not meant to be a complete evaluation. Within this form you will complete the necessary fields according to your evaluation findings.

Some fields within the patient demographic are dependent upon others. For example, the preliminary diagnosis cannot be selected until after the body part injured is selected.

Fields include:

Height	Body Part Injured
Weight	Side of Body
Date of Injury	Initial Pain Description
Date of evaluation:	Numeric Pain Scale
Sport	Current Participation Status
Position	Previous History of Injury
Level	Other Health Conditions
Injured During	Preliminary Diagnosis
Simple Mechanism of injury	Severity of Injury
Time of injury	Initial Plan of Action

CLINICAL OUTCOMES INSTRUMENTS

Clinical Outcome instruments are utilized within the CORE-AT system as part of the overall patient documentation.

For each patient, 2 outcomes instruments will be generated automatically. Patients, who are 18 years old and younger, will complete the PEDS-QL survey. Patients, who are older than 18 years old, will complete the SF-12.

In addition to the general instruments, a body part or region specific instrument will be generated. This will be dependent upon the body part injured.

If you would like to add additional outcomes instruments to your patient documentation, you can select these in the Injury Demographic form.

Once the injury demographic is completed, there are several options for proceeding.

1. **Save for Later:** save the current injury demographic form for completion at a later time.
2. **Lock and Submit:** submit completed demographic form and return to Injury Menu. NOTE: once the injury demographic form is submitted, it cannot be edited.
3. **Lock and Submit and Continue to Outcomes:** submit completed injury demographic form and proceed to outcomes instruments related to the injury for immediate patient completion.
4. **Cancel:** discard the current injury demographic form and return to the Injury Menu. NOTE: no information will be saved.

Region-Specific Injury Evaluation Form

Once the Injury Demographic Form has been completed, a Region-Specific Injury Evaluation Form will be auto-populated in relation to the body part indicated by the clinician. Region-specific forms will include drop-down menu items for range of motion, special tests, manual muscle tests, and neurological screening associated with the injured body region. These region-specific forms were developed to improve efficiency and ease of documentation for clinicians. This form will also provide summary information for end-of-season and year reports as well as further efforts to characterize athletic training practice.

Also included on the Injury Evaluation form are free entry text boxes to add additional information regarding the various clinical tests. This allows the clinician to not only enter standardized data through the drop down menus, but also document any additional findings or information.

To complete an Injury Evaluation form, select an injury for the patient from the Injury Menu. Click on the “Complete Injury Evaluation” button above the center window.

You must first complete an Injury Demographic for the patient’s injury before you can complete an Injury Evaluation.

Number of Overdue Forms: 14

Left Shoulder: 726.2 - Impingement Syndrome (Sat Aug 8 2009) -> In Treatment

Complete Injury Evaluation Add Daily Treatment Complete Discharge Summary

AT Patient

Date	Type of Visit	Status	Clinician
Wed Sep 9 2009	Daily Treatment Completed	Draft	Ms. Alison Snyder
Wed Aug 12 2009	Injury Demographic Created	Complete	Mr. Bart Anderson

Edit Draft View Form

Following the traditional documentation format, the clinician can first enter a detailed mechanism of injury and other clinical findings including: weight bearing status, range of motion, palpation, strength testing, flexibility, neurological testing, functional testing, gait, and special tests, as well as the recommended plan for the management of the injury, timelines for rehabilitation goals, home exercises and instructions, and coding for procedures performed.

Fields Include:

Fields highlighted in red must be completed in order to submit the form.

Diagnosis	Flexibility Tests / Assessment
Detailed Mechanism of Injury	Neurological Testing
Weight Bearing Status	Functional Tests
Active Range of Motion	Gait Analysis
Passive Range of Motion	Special Tests
Palpation	Recommended Treatment Plan
Effusion	Home Exercises Instructions
Edema	Procedure Summary
Ecchymosis	Goals
Strength Tests	

PATIENT ORIENTED GOALS

Included in the Injury Evaluation form are several stock goals related to objective measurements of function – i.e., pain rating, range of motion, strength, and balance.

Also included are goals for the region specific outcomes instruments. This goal is generated based on the patient's initial score on the outcomes scale and then adding the minimum change in score to indicate clinical relevancy.

If you chose to have your patient complete the Patient Specific Functional Scale as part of your outcomes measures, the specific activities that the patient enters will be included in the goals section of the Injury Evaluation form. This provides an effective way to adequately address patient-specific problems related to his/her injury.

Once you have completed the Injury Evaluation form:

1. **Lock and Submit:** submit completed injury evaluation form and return to Injury Menu. NOTE: once the injury evaluation form is submitted, it cannot be edited.
2. **Save for Later:** save the current injury evaluation form for completion at a later time.
3. **Cancel:** discard the current injury demographic form and return to the Injury Menu. NOTE: no information will be saved.

Information from the Injury Demographic Form is automatically imported into the evaluation form, which reduces the need for double entry, saving time for the clinician.

Compared to the Injury Demographic form, the Injury Evaluation form is much more comprehensive and provides a complete evaluation template to document all types of injuries.

For instance, the screenshot below illustrates the Passive Range of Motion options that are automatically generated after the clinician designates “UCL sprain” of the elbow as the diagnosis.

AROM:	If Limited, Record ROM	
Mild Limitation ▼	Left	Right
	Flexion	
	Extension	
	Abduction	
	Adduction	
	Internal Rotation	
	External Rotation	

Concussion-Specific Evaluation Form

This form was developed to help athletic trainers properly document sport-related concussions. For more information related to sport-related concussions, please visit the website: atsuconcussion.com

Additionally, there is a unique form generated after a clinician designates a concussion diagnosis on the injury demographic form. The concussion evaluation form automatically generates evaluation fields unique to head injury evaluation. For instance, the form includes drop-down menus for loss of consciousness, amnesia, pupillary signs, coordination, cranial nerve assessment, cervical spine range of motion, upper quarter neurological assessment, and functional testing.

Cranial Nerve Assessment

CN III, IV, VI -

CN VII -

CN II - Visual Acuity:

Pupil and Eye Movement:

CN V - Mastication:

Facial Expression:

CN VIII - hearing:

CN XI - Shoulder Shrug:

CN XII - Tongue Movement:

Cervical Range of Motion

Flexion:

Extension:

Rotation:

Side bending:

Digital File Upload & Notes Feature

Digital File Upload

The Digital File Upload feature provides the athletic trainer with the ability to upload documents associated with a patient's care. For instance, the athletic trainer can upload documents referred from other health care professionals treating his/her patient, including: electronic diagnostic imaging, physician notes, and physical therapy progress reports. This feature also allows an athletic trainer the flexibility to upload additional patient information which cannot be appropriately included in the other available forms. For instance, the athletic trainer can upload a file documenting contact with a patient's parents regarding medical recommendations for the treatment of an injury.

To manage a patient's files, click the "Files" button on the right, above the center window.

Number of Overdue Forms: 4

Left Shoulder: 840.9 - Sprain / Strain Upper Arm (Tue Mar 8 2011) -> In Treatment

Complete Injury Evaluation Add Daily Treatment Complete Discharge Summary **Files**

AT Patient

Date	Type of Visit	Status	Clinician
Wed Mar 9 2011	Injury Evaluation Created	Complete	Mr. Demo Account1
Wed Mar 9 2011	Injury Demographic Created	Complete	Mr. Demo Account1

Edit Draft View Form

Once you have selected the "Files" button, you will be redirected to a window where uploaded files will be displayed. The column titles of this window display the date the file was downloaded, the filename, the size of the file, and the clinician who downloaded the file. To upload a new file, click the "Upload" button at the bottom of the window.

Date	Filename	Size(KB)	Clinician

New Note

save

cancel

Upload

Cancel

refreshNotes

A pop-up window will allow you to determine the location from which your file will be uploaded. Once you have located your file, click “Open” in the pop-up window, and your document will be uploaded to the EMR system. If your document has uploaded properly, it will now be visible on the file list.

NAVIGATION TIPS

NOTE: Once you have uploaded a file, it cannot be removed from the patient’s “File” menu. To comment or modify an already existing document, you must create a new document (ie. using Microsoft Word.)

To open and view a file that has been uploaded, you can either: 1) double click on the file, or 2) highlight the file by clicking on it once, and a “Download” button will appear at the bottom of the screen. You can then click “Download” to open the file.

CORE-AT PROJECT

Michael Baker (bakerm)

Date	Filename	Size(KB)	Clinician
Fri May 27 2011	Baker_PT_ProgressNotes_5.27.11.doc	13	Account1, Demo(demo1)
Fri May 27 2011	Baker_MRI_5.10.11.docx	13	Account1, Demo(demo1)

New Note

save

cancel

Download

Upload

Cancel

refreshNotes

To exit the file menu once you have finished viewing uploaded files, click “Cancel” at the bottom of the window and you will be redirected back to the patient Injury Menu.

Notes Feature

The “notes” feature can be accessed in the same location of the EMR system as the digital file upload. The notes feature was created to allow clinicians to write a simple sentence or two pertaining to the patient’s medical care. These notes may consist of comments related to recently uploaded patient files, patient cancellation of an expected treatment session, or dates of future follow-up appointments with physicians.

CORE-AT PROJECT

Michael Baker (bakerm)

Date	Filename	Size(KB)	Clinician
Fri May 27 2011	Baker_PT_ProgressNotes_5.27.11.doc	13	Account1, Demo(demo1)
Fri May 27 2011	Baker_MRI_5.10.11.docx	13	Account1, Demo(demo1)

New Note

save

cancel

Upload

Cancel

refreshNotes

To create a new patient note, simply write in the empty text box provided. Once you create a note, a new text box will be created for you to enter subsequent notes. Once you have created and “saved” a note, you cannot delete the documentation.

New Note

save

cancel

created by Mr. Demo Account1 on Fri May 27 2011

Pt's parents were contacted regarding rehabilitation progress in the athletic training room.

edit

created by Mr. Demo Account1 on Fri May 27 2011

Pt's next physician follow-up in on 6.12.11.

edit

Daily Treatment Form

To complete a Daily Treatment form, select an injury from the Injury Menu.

Click on the “Add Daily Treatment” button above the center window.

Date	Type of Visit	Status	Clinician
Wed Sep 9 2009	Daily Treatment Completed	Draft	Ms. Alison Snyder
Wed Aug 12 2009	Injury Demographic Created	Complete	Mr. Bart Anderson

Outcomes Instruments are completed at multiple time points (e.g., at initial injury, 10 days post injury, 30 days post injury, and at discharge). The Outcomes Scores window will display the current timeline for completing outcomes instruments.

The Daily Treatment form provides the athletic trainer with the ability to document daily rehabilitation activities and subjective information for the patient. Basic information on the status of the injury is imported into the form automatically, including the diagnosis, current participation status, time since injury, treatment time, and the patient’s previous numeric pain rating. This imported information is taken from the most recent patient visit, either the injury evaluation or last daily treatment.

Also included in the Daily Treatment form is the status of the clinical outcomes instruments. The Outcomes Scores window gives the clinician information on which outcomes instruments the patient has completed or needs to complete. The “Login as Patient” provides quick access to the outcomes instruments.

Fields Include:

Current Numeric Pain Rating
Overall Condition of Injury
Notes
Exercises

Procedure Summary
Recommendations
Global Rating of Function
Global Rating of Disability

CORE-AT PROJECT

When entering exercises into the daily treatment record, provide a description of the exercise, and then enter the duration, frequency, weight, etc. You can use the “Tab” button on your keyboard to move through the boxes. Once you enter a duration/frequency, an additional set of fields will be generated, allowing you to enter as much information as needed.

Exercises	
Exercise Description	Duration / Freq.
single leg balance	5 sets of 30 seconds
body weight squats	3 sets of 10
walking lunges	2 sets of 10, right and left sides, 10lbs

Procedure Summary	
CPT Code / Description	Number of Units (15 minute increments)
97110 - Therapeutic exercise (procedure)	1

Depending on the duration of the exercises, you may choose 1 or more units.

The procedure summary fields allow for coding of the specific activities performed during the visit. Utilizing standard Common Procedural Terminology (CPT) codes, you can characterize your treatment activities and provide standardization to the rehabilitation exercises. Codes are provided for the most common procedures utilized by athletic trainers. Standard coding considers one unit to be 8-15 minutes of activity.

For the exercises in the above image, it is estimated that it would take the patient 15 minutes to perform all three activities, so the CPT code of 97110 – Therapeutic Exercise would be selected, along with 1 unit.

Once you have completed the Daily Treatment form:

1. **Lock and Submit:** submit completed daily treatment form and return to Injury Menu. NOTE: once the daily treatment form is submitted, it cannot be edited.
2. **Save for Later:** save the current daily treatment form for completion at a later time.
3. **Cancel:** discard the current daily treatment form and return to the Injury Menu. NOTE: no information will be saved.

Discharge Summary Form

To complete the Discharge Summary form, select an injury from the Injury Menu.

Click on the “Complete Discharge Summary” button above the center window.

Date	Type of Visit	Status	Clinician
Wed Sep 9 2009	Daily Treatment Completed	Draft	Ms. Alison Snyder
Wed Aug 12 2009	Injury Demographic Created	Complete	Mr. Bart Anderson

The Discharge Summary provides a complete re-evaluation of the patient's injury, and includes all of the information from the Injury Evaluation form such as weight bearing status, range of motion, general inspection, palpation, strength testing, flexibility, neurological testing, functional testing, gait, and special tests.

It also provides documentation for achievement of goals that were developed with the initial evaluation.

Fields Include:

Weight Bearing Status
 Active Range of Motion
 Passive Range of Motion
 Palpation
 Effusion
 Edema
 Ecchymosis
 Strength Tests
 Flexibility Tests / Assessment

Neurological Testing
 Functional Tests
 Gait Analysis
 Special Tests
 Goal Achievement
 Plan of Action
 Procedure Summary
 Global Rating of Satisfaction

Once you have completed the Discharge Summary form:

1. **Lock and Submit:** submit completed discharge summary form and return to Injury Menu. NOTE: once the discharge summary form is submitted, it cannot be edited.
2. **Save for Later:** save the current discharge summary form for completion at a later time.
3. **Cancel:** discard the current discharge summary form and return to the Injury Menu. NOTE: no information will be saved.

Printing Forms

All completed forms can be printed directly from the CORE-AT system.

Simply double click on the desired completed form from the “Form Table”.



Number of Overdue Forms: 14

Left Shoulder: 726.2 - Impingement Syndrome (Sat Aug 8 2009) -> In Treatment

Complete Injury Evaluation Add Daily Treatment Complete Discharge Summary

AT Patient

Date	Type of Visit	Status	Clinician
Wed Sep 9 2009	Daily Treatment Completed	Draft	Ms. Alison Snyder
Wed Aug 12 2009	Injury Demographic Created	Complete	Mr. Bart Anderson

Edit Draft View Forms

Next, find and click on the “Print” button located at the bottom of the completed form window.



Preliminary Diagnosis: 824.3 - Fracture Fibula

Severity of Injury: 2nd

Initial Plan of Action: Treatment

Completed By: Mr. Kenny Lam on Mon Feb 8 2010

Done Print

Outcomes Instruments

The outcomes instruments utilized by the CORE-AT EMR include both generic and region specific outcomes instruments. For each patient's injury, a generic and (if appropriate) region specific outcomes instrument will be generated for the patient to complete.

Generic outcomes instruments are generated based on the patient's age, while region specific outcomes instruments are generated based on the body part selected in the Injury Demographic form.

All multi-question outcomes instruments are administered on a specific timeline, with initial completion at the time of injury, first follow up 10 days post injury, and final follow up 30 days post injury and at discharge.

The EMR system is designed to notify both the athletic trainer and the patient when outcomes instruments need to be completed. Athletic trainers receive notification at the completion of the injury evaluation, and can also monitor the status of outcomes forms from the Injury Menu (Patient View) and on the Daily Treatment form.

Patients will receive email notification when outcomes forms are due, and an additional email notification 2 days after forms become overdue.

To view completed patient outcomes instruments, select the injury from the Injury Menu.

Click on the "Patient" button to enter Patient View.

Highlight the selected outcomes instrument, and click on the "View Form" button below the window.

The screenshot shows the 'Patient' view of the CORE-AT EMR system. At the top, there are two tabs: 'AT' and 'Patient', with 'Patient' selected. Below the tabs is a table with three columns: 'Date', 'Type of Visit', and 'Status'. The table contains four rows of data. The second row, 'Wed Sep 9 2009' for a 'PEDS-QL Survey' with a status of '53/100', is highlighted in blue. A yellow arrow points to this row. Below the table, there is a 'View Form' button, also highlighted with a yellow arrow. At the bottom of the interface, the date and time 'Wed Sep 9 12:01:54 GMT-0700 2009' are displayed, along with the text 'PEDS-QL Survey' and '53/100'.

Date	Type of Visit	Status
Wed Sep 9 2009	DASH Survey	DASH: 19/100 , SPORT: 6/100
Wed Sep 9 2009	PEDS-QL Survey	53/100
Tue Aug 18 2009	DASH Survey	Overdue
Tue Aug 18 2009	PEDS-QL Survey	Overdue

View Form

Wed Sep 9 12:01:54 GMT-0700 2009

PEDS-QL Survey 53/100

Generated Outcomes

Instruments

Generic Instruments

Pediatric Quality of Life Inventory™ (PedsQL™)

The PedsQL™ is a 23-item generic measure of health related quality of life (HRQOL) designed for the pediatric population and has established reliability, validity and feasibility. The PedsQL™ has four subscales including physical functioning (8 items), emotional functioning (5 items), social functioning (5 items), and school functioning (5 items), as well as two summary scores (psychosocial health summary and physical health summary) and one total score. Each question is scored on a 5-point response scale, and total scores range from 0-100, with higher scores indicating better HRQOL. The PedsQL™ is generated automatically for those patients between the ages of 12-18.

Short Form 12 (SF-12®)

The SF-12® is a well-validated measure of general health status consisting of twelve items measuring eight concepts of both physical and mental health. The SF-12®, version 2, contains 12 items from the SF-36® Health Survey. It includes one or two items that measure each of the eight domains of health included in the SF-36®: physical functioning, role limitations due to physical health, bodily pain, general health perceptions, vitality, social functioning, role limitations due to emotional problems, and mental health. The SF-12® and SF-36® have been used in a variety of different patient populations, including the cognitively impaired, those with traumatic brain injury, patients with low back pain, and sufferers of achilles injuries. The SF-12 is generated automatically for those patients over the age of 18. It can also be added manually on the Injury Demographic form.

Region Specific Instruments

Headache Impact Test™ (HIT-6)

The HIT-6™ is a 6-item instrument that was developed using items from previously validated headache disability instruments to measure a wide spectrum of the burden of headache on HRQOL. The instrument addresses the effects of headache on pain, social function, role function, vitality, cognitive function, and psychological distress. The instrument is scored on a range from 36 to 78 with a higher score demonstrating a greater impact of headache on daily life. The scores are further grouped into little or no impact, some impact, substantial impact, and severe impact. Change of 5 or more points is considered a clinically meaningful change and a 3-point change is considered noteworthy. The HIT-6™ is generated for patients who suffer an injury to the head.

Disabilities of the Arm, Shoulder, and Hand (DASH)

The DASH is a 30-item instrument, which contains separate work and sports/performing arts modules, that measures upper extremity symptoms and disability and serves as a measure of HRQOL. The general scale and the sport module are each scored on a separate 100 point scale, with higher scores indicating greater symptoms and disability and lower HRQOL. The DASH consists of questions that relate to symptoms (e.g., presence of pain and stiffness in your arm, shoulder or hand) and disability (e.g., ability to place an object on a shelf above your head, write, and make your bed). The 4-question sport module measures functional status, which includes questions that relate to disability (e.g., ability to play your musical instrument or sport as well as you would like, and ability to spend your usual amount of time practicing or playing your instrument or sport). The DASH is generated for patients who suffer from an injury to the upper extremity.

Lower Extremity Functional Scale (LEFS)

The LEFS is a 20-item instrument that evaluates function in people with a variety of lower extremity orthopedic conditions and is useful as both a clinical and research tool. Scores on the LEFS range from 0-80, with higher scores indicative of better functional status. The LEFS is generated for patients with injury to the hip or thigh. It can also be manually added on the Injury Demographic form.

International Knee Documentation Committee Knee Form (IKDC)

The IKDC is a reliable and valid 18 item outcomes instrument used for evaluating the symptoms, function, and sports activity in people with a variety of knee conditions or injuries including ligament, meniscal, and cartilage injuries and osteoarthritis and patellofemoral pain. Scores on the IKDC range from 0-100, with higher scores indicative of better function and sports activity. A change of 13 IKDC scale points is indicative of both true changes in patient status and is likely to be perceived as meaningful by patients. The IKDC is generated for patients suffering an injury to the knee.

Functional Ankle Ability Measure (FAAM)

The FAAM is a modified version of the Foot and Ankle Disability Index (FADI) and was created as a comprehensive evaluation tool for people with a variety of lower leg, foot, and ankle musculoskeletal disorders. Scoring for the FAAM is based on two subscales, with one Activities of Daily Living (ADL) (21 questions) and the other related to sports activities (8 questions). The ADL subscale is scored from 0- 84 and the Sports Module is scored from 0-32, with higher scores indicating higher ability level. The FAAM is generated for patients suffering from a lower leg, ankle, foot, or toe injury.

Modified Oswestry Low Back Disability Questionnaire (MOSW)

The MOSW is a 10-item region specific self-report instrument aimed at evaluating function in people with low back pain. Scoring is based on a 0-5 Likert scale, with higher scores indicative of greater disability. The MOSW is generated for patients suffering an injury to the back or trunk.

Patient Specific Functional Scale (PSFS)

In addition to the general and specific outcomes instruments, the CORE-AT EMR system includes the PSFS, which is an instrument that allows for measuring change in a single patient's status over time. To complete the PSFS, patients identify 3-5 functional tasks that are difficult to complete as a result of their injury and these items are evaluated at the beginning and end of care. The PSFS is an optional scale that must be added on the Injury Demographic form. Items indicated by the patient on the PSFS are automatically entered into the Injury Evaluation as patient specific goals.

We highly recommend utilizing this patient-centered outcomes instrument with all of your patients.

Injury Surveillance Component (ISC)

The Injury Surveillance Component (ISC) of CORE-AT is primarily driven by the EMR and the data collected through injury documentation. The only information that must be entered into the system manually is the number of exposures and injuries.

To access the ISC, click on the “Injury Surveillance” button in the top left corner of the Main Menu.

Patient	Last Visit
patient, test (testpatient)	Has not yet logged
Hinkle, Lisa (lhinkle)	Has not yet logged
Registration2, Self (sregistration2)	Has not yet logged
tim, jon (timj)	Mon Jul 25 2011
Anderson, Owen (oanderson)	Mon Jul 25 2011
Atkins, Angie (Angie)	Mon Jul 25 2011

Once in the Injury Surveillance form, you will see fields for all available sports, along with fields for Practice Exposures, Game Exposures, Practice Injuries, and Game Injuries.

Please fill out this form for all weeks where a practice/game occurs, regardless of the occurrence of an injury. 1 exposure = 1 player participating in 1 practice or game during 1 day. If the player has a practice and a game in 1 day, that counts as 2 exposures.

Date Of Surveillance:
09/09/2009 week from Sun Sep 6 2009 to Sat Sep 12 2009

Sports Covered	Day's total # of Practice Exposures	Day's total # of Game Exposures	# of Practice Injuries	# of Game Injuries
<input type="checkbox"/> Badminton	0	0	0	0
<input type="checkbox"/> Baseball	0	0	0	0
<input type="checkbox"/> Basketball	0	0	0	0
<input type="checkbox"/> Cheerleading	0	0	0	0
<input type="checkbox"/> Cross Country	0	0	0	0
<input type="checkbox"/> Field Hockey	0	0	0	0
<input type="checkbox"/> Football	0	0	0	0
<input type="checkbox"/> Golf	0	0	0	0
<input type="checkbox"/> Hockey	0	0	0	0
<input type="checkbox"/> Lacrosse	0	0	0	0
<input type="checkbox"/> Soccer	0	0	0	0
<input type="checkbox"/> Softball	0	0	0	0
<input type="checkbox"/> Swimming	0	0	0	0
<input type="checkbox"/> Tennis	0	0	0	0
<input type="checkbox"/> Track	0	0	0	0
<input type="checkbox"/> Volleyball	0	0	0	0
<input type="checkbox"/> Wrestling	0	0	0	0

Submit Cancel

Surveillance is completed on a weekly basis, with the week running from Sunday through Saturday.

To complete your weekly surveillance, use the calendar button to select the appropriate week you want to record.

Please fill out this form for all weeks where a practice/game occurs, regardless of the occurrence of an injury. 1 exposure = 1 player participating in 1 practice or game during 1 day. If the player has a practice and a game in 1 day, that counts as 2 exposures.

Date Of Surveillance:
06/26/2009 June 2009 09 to Sat Jun 27 2009

Sports Covered	Day's total # of Practice Exposures	Day's total # of Game Exposures	# of Practice Injuries	# of Game Injuries
<input type="checkbox"/> Badminton	0	0	0	0
<input type="checkbox"/> Baseball	0	1	0	0
<input type="checkbox"/> Basketball	0	0	0	0
<input type="checkbox"/> Cheerleading	0	0	0	0

Check the boxes next to the sports that are in-season. You will notice that once checked, the exposure and injury fields will become active.

<input checked="" type="checkbox"/> Cross Country	0	0	0	0	0	0
<input type="checkbox"/> Field Hockey	0	0	0	0	0	0
<input checked="" type="checkbox"/> Football	0	0	0	0	0	0
<input type="checkbox"/> Golf	0	0	0	0	0	0
<input type="checkbox"/> Hockey	0	0	0	0	0	0
<input type="checkbox"/> Lacrosse	0	0	0	0	0	0
<input checked="" type="checkbox"/> Soccer	0	0	0	0	0	0
<input type="checkbox"/> Softball	0	0	0	0	0	0

Surveillance data is not locked once submitted, so you can easily return to change information for any week.

Enter the total number of exposures for each sport, separated by practices and games. Then enter the total number of injuries that occurred during both practices and games for each sport.

Click on the “Submit” button to save your entries.

EXPOSURE AND INJURY DEFINITIONS

An exposure is defined as an athlete participating in 1 practice or competition that exposes the individual to the chance of athletic injury. It is possible to have multiple exposures for one athlete on the same day.

Injury is defined as any injury that 1) results from participation in interscholastic practices or competitions and 2) requires medical attention by a certified athletic trainer or physician and 3) results in restricted participation or performance for 1 or more days beyond the day of injury.

Example – 15 baseball athletes participate in one practice, and one injury occurs – this would result in 15 practice exposures and one practice injury for baseball.

Injuries recorded in the EMR Injury Demographic will be automatically imported into the ISC. These injury counts can be seen in the left side of the practice and game injury columns. This provides a check and balance system for both documentation and injury surveillance for the athletic trainer. Manual injury counts and automatically generated injury counts should match up.

Quick Reference Guides

For your convenience, we have included single-page reference guides to the primary menus of the CORE-AT system. Please print and use them as quick references as you become more familiar with the system.

Main Menu



This page provides navigation for the entire system:

- 1) **Injury Surveillance:** complete weekly injury surveillance reports.
- 2) **Register New Patient:** add a new patient into the system.
- 3) **Search Patients:** locate a patient's record by entering his/her name into the search box.
- 4) **Patient List Table:** a list of your registered patients.
- 5) **Patient Profile:** record, view, or update a patient's demographic and contact information.
- 6) **Patient Injuries:** enter a patient's Injury Menu; record, view, or update the patient's injuries and the forms associated with these injuries.
- 7) **Logout:** log out of the CORE-AT system.

Injury Menu (Main)

- 1) **Add New Injury:** add a new injury for the patient.
- 2) **Patient Demographic Information:** view a patient's demographic information.
- 3) **Number of Overdue Forms:** indicates how many pending forms a patient needs to complete.
- 4) **Injury Drop-Down Menu:** view all recorded injuries as well as the diagnosis, date of injury, and status of each injury (see page 10 for more information). NOTE: this drop-down menu will be empty for new patients.
- 5) **Main Menu:** return to Main Menu.
- 6) **Login as Patient:** log into Patient View (see page 13) where the patient can complete pending forms associated with his/her injury. This feature can be utilized for patients who need to complete their outcomes instruments in the athletic training room during a treatment visit.
- 7) **Logout:** log out of the CORE-AT system.

Injury Menu (Submenu)

Number of Overdue Forms: 12

Left Shoulder: 726.2 - Impingement Syndrome (Sat Aug 8 2009) -> In Treatment ▼

Complete Injury Evaluation Add Daily Treatment Complete Discharge Summary 8

9 AT Patient 10

Date	Type of Visit	Status	Clinician
Wed Aug 12 2009	Injury Demographic Created	Complete	Mr. Bart Anderson

Edit Draft View Forms 11

- 8) **Athletic Trainer Forms Buttons:** create an injury evaluation report, daily treatment note, or discharge summary using these respective buttons.
- 9) **AT Tab:** will list all forms completed by the athletic trainer in the “Form Table” (see #11 below).
- 10) **Patient Tabs:** will list all completed, overdue, or upcoming patient forms in the “Form Table” (see #11 below).
- 11) **Form Table:** lists all forms associated with the AT (page 11) or Patient (page 12) view.

Registration Form

For your convenience, we have included a registration form to facilitate the patient registration process within the CORE-AT system. The CORE-AT registration form is intended for athletic trainers to use as a tool (possibly something to include in pre-participation examination packets) to help streamline the patient registration process.

For Parents: Registering Your Student-Athlete

The athletic trainer at your child's high school utilizes an electronic medical record to document healthcare services provided to your child. In order to assist your athletic trainer in the proper documentation of services provided to your child, including injury evaluations and treatment, wound care, and preventative care, we ask that you please register your child's information within the EMR system. This process requires internet access and will only take a few minutes.

1. To access the system, please logon to <http://www.core-at.com>. From this screen, select the orange "Patient" tab, and then click the link for 'Patient Self Registration'. This website will direct you to the patient registration form.

2. On the patient registration form, select your child's high school from the center list. You can scroll through the list in the center window, or simply type the name of the high school in the search box. Once found, click on the name of the high school to highlight it.

- You will be asked to create a patient username which is the personal ID that your child will use to access the system from home.

PATIENT USERNAME AND PASSWORD

The username and password should be something simple but unique. We recommend using your child's first initial, last name, or first name, last initial. For instance: John Doe = jdoe or johnd.

Please note that the system cannot register two patients with the same username. If a username is already in use, the form will not allow you to submit it. If this is the case, please choose a different username.

- Next, complete the fields with your child's information.

Patient Username*:	Patient Password*:	Re-Type Patient Password*:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:		
<input type="text"/>		<input checked="" type="checkbox"/> Send email notifications
Address*:		City*:
<input type="text"/>		<input type="text"/>
State*:	Zip*:	
<input type="text"/>	<input type="text"/>	
Home Phone:	Work Phone:	Cell Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Care Physician		
First Name:	Initial:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:		City:
<input type="text"/>		<input type="text"/>
State:	Zip:	
<input type="text"/>	<input type="text"/>	

Primary Care Physician, Guardian 1, and Guardian 2 information is not required for patient registration, but is recommended for complete documentation. Once all of the required entries are completed, click on the "Submit" button to complete your registration. The system will provide you with a 'Success' message. This message indicates that the information has been submitted to your child's athletic trainer. If you have trouble with your registration, please contact the certified athletic trainer at your high school. The Clinical Outcomes Research Education for Athletic Trainers (CORE-AT) system is a web-based electronic medical record for athletic trainers. The CORE-AT system is compliant with the data acquisition, storage, and transmission standards set forth by the Health Insurance Portability and Accountability Act (HIPAA). The health information obtained using the CORE-AT system is not stored locally on computers. Instead, data is uploaded in real-time and transmitted to secure, redundant servers.

Best Practice Guidelines

When considering medical record keeping within the athletic training room, the clinician should be aware of various best practice guidelines. For example, in terms of paper-form medical records, it is best practice to store these records in a locked cabinet that is not easily accessible to the general public. As with all methods of medical record keeping, there are specific guidelines to consider when using a web-based, electronic medical record (EMR) system. In the following pages, best practice guidelines related to EMR use are identified and described. It is recommended that the athletic trainer review and follow these guidelines and incorporate any additional standards set forth by his/her school, school district, and/or state that is related to the use of an EMR system within his/her athletic training room.

- 1) Family Educational Rights and Privacy Act (FERPA) release form – All information entered into the CORE-AT system is uploaded and transmitted to secure, redundant servers in real-time and never stored on local computers. While this process provides added security to the storage of the entered information, the transmission of this information is regulated under FERPA. Just as the athletic trainer would be required to have the patient/parent/legal guardian to sign a FERPA release form to transmit information (eg, fax, email) to a team/family physician, it is recommended that the athletic trainer obtain formal approval from the patient/parent/legal guardian prior to registering the patient into the EMR system. To facilitate this process, we have included a generic FERPA release form that the athletic trainer may use for his/her practice. To expedite this process, it is recommended that the athletic trainer include a similar form in pre-participation examination packets.
 - 2) Computer access and security – While the CORE-AT system is designed to provide a high-level of security, it is recommended that the athletic trainer take additional steps to limit computer access to non-healthcare professionals and ensure the privacy of all medical records and information. It is recommended that the athletic trainer change his/her computer settings so that the computer hibernates/sleeps/switches to a screensaver within a minute of idling and then require a password in order to re-access the computer. This will limit the ability for a person, other than the athletic trainer, to access the computer and view personal health information that has been entered into the system.
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