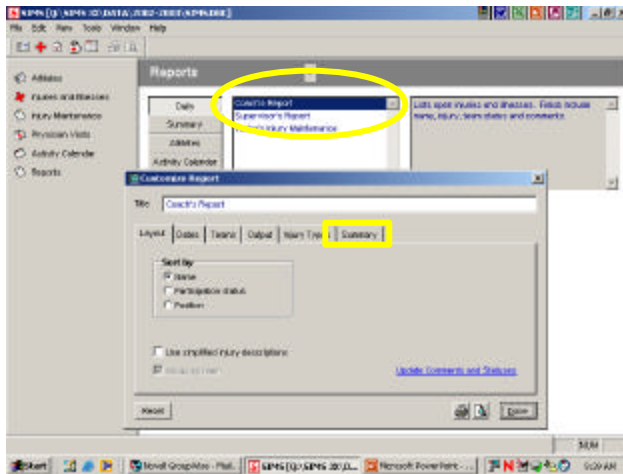


Reports Page

Reports are not the only printing features of SIMS, but I will address the Reports Page here and deal with printing of other pages at the finish of this orientation. **The primary reports used on a weekly or more regular basis is the Daily Report feature.** These are reports to the coaches about players and any restrictions, so this is important for many coaches in their daily strategy for practices or projected strategy for contests. The supervisors report is a feature that is usually used on Rounds with the Team Physician. For most staff, this occurs

weekly. The rest of the features are usually used when organizing an annual report and summary of the year or season or when investigating a question or an hypothesis.

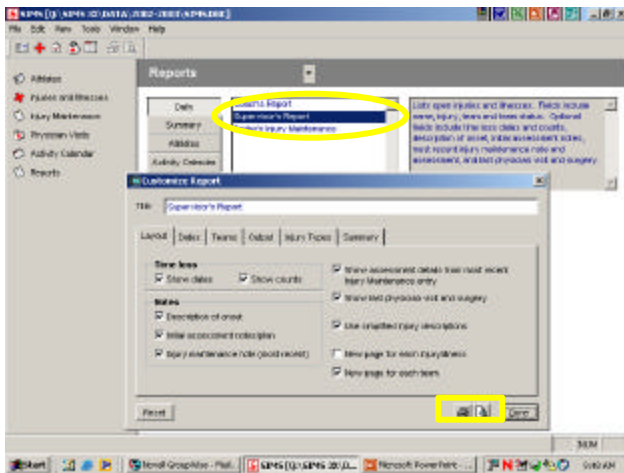
I suggest that you work with your staff on the annual or season features since that is usually an individual process. I will direct comments toward the coaches report and supervisor's report in this orientation.



Coaches Report

Most of the features are default when you double click on the Coaches Report (circle). You have options on each screen for this report. I will only point out layout, dates, and summary options. The layout screen is what you see on the slide to the left. You can sort the report print appearance by either name (alphabetical order for the injuries you have recorded), participation status, or position. The most common layout and the default is to organize the report by name. **If you wish to have a specific date listing that filters your report, use the dates screen.** However, the

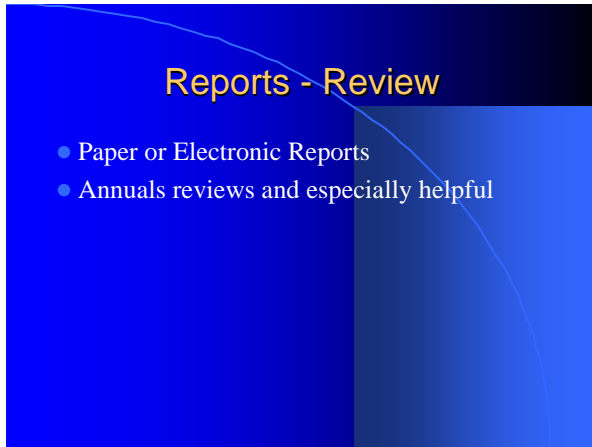
default for this report is to include all dates for the onset of injury. The program will look for onset dates that match your query if you put in any specific onset date or string of dates. Finally, the summary screen (box) is used to include some extra notes that you want to make to give to the coaches. That option is a free text screen. **You should check the summary screen if you routinely or periodically write notes, because the last note will appear on every note until you change or erase it.**



Supervisor Report

The supervisors report (highlighted in circle) has the same screens but some different options, especially for sorting. **The options you have for printing or viewing are located at the bottom of the screen on the right (box).** When you click on the printer option, you are sending the information in this report to the printer or a file if you so designate. The view option will allow you to check what you may want to print as well as be able to reformat the print to save it as an excel file, or other file format of your choice. This is a good option for sending the reports by e-mail once saved,

and not wasting paper with printing. However, this feature should be reviewed because e-mail may not be secure and medical information is being electronically transmitted. This becomes a HIPAA and/or FERPA issue.

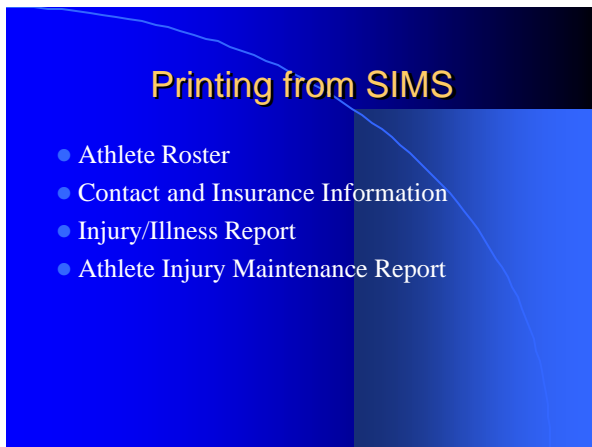


Review

Daily coaches reports may assist some staff in providing the injury information they need to plan their sessions. The almost overwhelming thought that goes with this report option is that **you have to keep everything updated daily to make it work properly.** The supervisor's report can be used by staff with you or in reviewing cases with the Team Physicians weekly at Rounds. That process is a good quality control measure for just about everything related to SIMS input. The reports can be paper but also electronic. **You need to check with staff before**

doing anything electronically and before your first staff rounds session to get the hang of it. This can be a lot of paper use, so do not use reports indiscriminately and reduce the use of the printer by making copies if needed. **You must always destroy copies by shredding the reports that are not placed into the athlete's permanent file.** Annual reviews were not discussed in this orientation but left to the staff to review for their specific applications.

We will finish this orientation with a brief review of how to print individual forms.

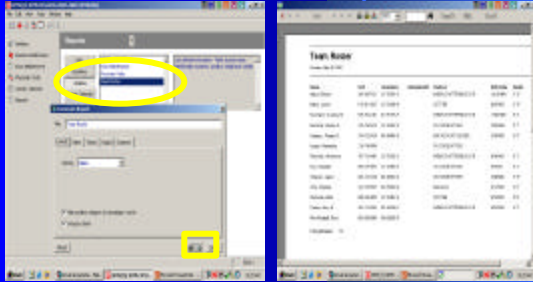


Printing from SIMS

Printing of reports should be kept to a minimum. The Case is always available for review on the computer. However, some information is nice to have in printed form for emergency or direct use for legal requirements. We will review how to print off the roster information that may be used or requested by the coaches. Contact and Insurance information is used most often on the road when medical attention is necessary. **The initial injury/illness report can be printed off for review of the Case and plans with the team physician and a signature obtained for**

reconditioning. This is a state law requirement. Other forms may be used by staff for this purpose, but this is the easiest one to use. An injury maintenance report can be printed but that is for a single day injury maintenance and may not be helpful. For each athlete at the end of their case (termination or discontinuation) is printed an Athlete Injury Maintenance Report that chronicles all of their treatments and notes for the duration of the case. This will follow the initial injury report with the Team Physician's signature to close out a case. Each of these will be described in a little more detail in the following slides.

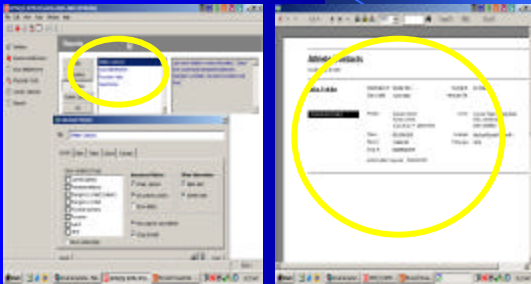
Athlete Roster



Team Roster

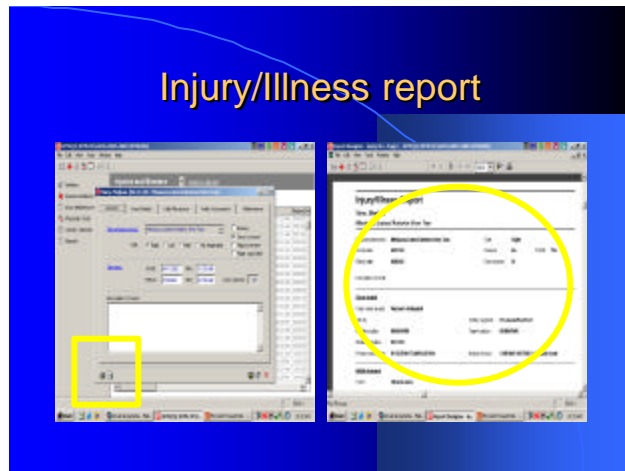
Team Roster information is printed from the Reports page under the Athletes Screen (circle). Some of this information is protected or confidential so the use of this form may be limited. Printing is easy once you check the information by selecting the print icon (box). Appearing to the left are both the report print screen and the view screen.

Athlete Contacts



Athlete Contacts – Address and Phone

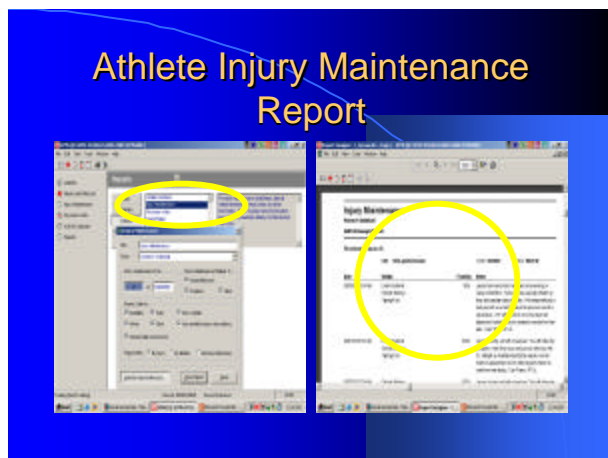
To print athlete contact information and insurance information for use when traveling, go to the Reports Page and enter the Athlete Screen (left circle). Both options (contacts and insurance) are available for a report. Here on the right side of the slide I've printed contact information for one person (right circle). **You have options to print everyone or selected athletes, because you can group or print one athlete's information on one page.**



Initial Injury Case Report

Go to the Injuries and Illnesses Page and get into a file. The printer icon or view icon will appear at the lower left corner of the screen as seen on the left side of the slide (box). The form that is printed appears on the right side of the slide (circle). **All of the initial injury information is printed** so this is helpful for the Physician in determining your plan or suggesting a change. **Eventually this is the form (or a similar type form) that is used to get physicians orders for reconditioning.** The staff is responsible for the reconditioning orders and may use a protocol familiar to the Team

Physician or in consultation with the Team Physician will develop a plan. Another option that has been used is to print off a Supervisors Report or a Coaches Report from the Reports menu. The Team Physician then reviews all of the cases and indicates physician orders by a single signature. In any event, the staff are required by state law to obtain and maintain evidence of such physicians orders for their state license. The current law requires that this be done in writing within 30 days of the order.



Athlete Injury Maintenance Report

For the Athlete Injury Maintenance Report, go back to the Reports Page and use the Athlete Screen (left circle). The option for Injury Maintenance on the left of the slide will give you the printout on the right of the slide (right circle). **This report is especially effective when closing out a case so that all of the athlete's treatment and note information is together in one report.**

SIMS

- Essential Communication Link
- Athletic Trainer
- Team Physician

SIMS Orientation Review

I hope that the orientation was effective in helping to get you started with SIMS and in showing you how essential SIMS is in creating a communication link between the Athletic Trainer and the Team Physician. You should be able to go from this point to a more detailed use of SIMS with your staff and team activities. Before you leave this orientation, I have some questions that follow this slide to help in the review.

Questions

- What is the use of SIMS at Iowa?
- What page would you go to first to input a new case?
- What is the difference between a case and a problem and how are they treated the same and differently in SIMS?
- When should you print of an injury/illness report and what page is it on?