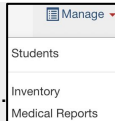


Welcome to FinalForms!

FinalForms empowers athletic trainers by creating efficiencies in managing, editing, and viewing student health history and medical information. Student data can be searched, sorted, exported, and more. Review the AT's Playbook to learn more about harnessing the power of FinalForms.

1 Upon login, you will arrive in medical mode. If you leave this area to view medical reports, you can click **MANAGE >> STUDENTS** to return to this main page.

2 Click on **MANAGE >> MEDICAL REPORTS** to view medical reports.



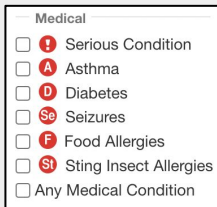
3 Click on your **NAME DROPDOWN** to change password, edit profile (name, email address), or log out.

4 Click on **SCHOOLS** to view students from one specific school.

5 Click on **IMPORT** to import medical related information such as concussion baseline tests.

6 Click on the **QUESTION MARK** to see a glossary of the meanings of icons, symbols, and colors.

7 Click on drop down to filter students by **STATUS** or by **CONDITION**.



8 Quick search by **NAME** or **ID** (press enter to apply)



9 Filter students by **SEX** or **CLASS**

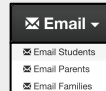


10 Filter students by **SPORT** (i.e. football, golf, basketball) or by **SEASON** (i.e. fall, winter, spring)

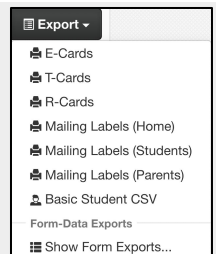


11 View data from past years by clicking on **SPORT/SEASON** or the icon.

12 **EMAIL** current students, parents, or families (both students and families).



13 Click **EXPORT** to export current student data in a specific format.



Managing a Student

| Status | Name | Date of Birth | Class | Sports | Actions |
|--------|---------------|---------------------|-------------|---------------|---------|
| | Abbott, Aaron | 3/16/2008 M - 14 | 2026 9th | Boys Football | |

14 MEDICAL CONDITION ALERTS
Glance at the alerts to see if the student has any medical conditions. Roll over the alerts to view the triggers.

Allergies: bees, peanuts, Stinging Insects (Has EpiPen)

Medical

- Serious Condition
- Asthma
- Diabetes
- Seizures
- Food Allergies
- Sting Insect Allergies

15 PHYSICAL CLOCK
Click the icon to update a physical expiration date.

Physical & Athletic Eligibility

Physical Participation Status

The student's physical form expiration date is used to keep track of when another physical is required.

Event Date:

Date:

Expiration:

Calculate this Expiration

16 Click the icon to input a new concussion baseline report.

Abram Acevedo Concussion Reports

No concussion reports added yet. Click "New Concussion Report" below to add one.

17 Click a student's **NAME** to view documents, past sports, past activities, equipment history, medical reports, medical history, and concussion test history.

Search Student E-Cards...

Roscoe Alvarado '26

DOB: 12/11/2008 MALE - 9TH GRADE

Custodial Notes: sampletext1166

Keenan May - Mother: 264-893-2540 496-265-8524 468-412-7262

Mohammad Michammond - Father: 355-376-7997 415-196-7480 Not Custodian

EC 1: Davis Stanton - Friend: 723-730-6938

EC 2: Stewart McKay - Neighbor: 670-436-8226 871-951-7582 928-823-1987

EC 3: Carla Barnes - Friend: 746-182-3165

Insurance: Medical Mutual - Policy #: 25429813 - Holder: Lazaro Alvarado

In the event that reasonable attempts to contact above parent/guardians was made, I/we hereby give consent for (1) The administration of any treatment deemed necessary by: Physician: Adam Whitaker - 617-343-6075

Dentist: Coy Chang - 534-833-5594

Medical Specialist: Bess McLeod - 311-856-9906

Or, in the event the preferred physician or dentist is not available then consent is given for treatment by any licensed physician or dentist and (2) The transfer of the child to: Hospital: Childress Pediatric - 213-282-7951 or any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of 2 other licensed physicians or dentists concurring in the necessity of such surgery, are obtained prior to the performance of such surgery. Below are listed facts concerning the child's medical history including allergies, medications being taken, medical conditions, and any physical impairments to which the physicians or dentist should be alerted:

Existing Medical Conditions: Blood Disorder (Explanation: sampletext1207) - Other Health Concerns: sampletext1210

Injuries: sampletext1228

Medications: sampletext1240

Allergies: sampletext1184, Stinging Insects

Signed by Lazaro Alvarado on Oct 13, 2022

Click the **E-CARD** icon to view a student's emergency medical authorization information including:

- > Student name and class
- > Medical condition alerts
- > Date of birth
- > Home address
- > Names and phone numbers of parents and emergency contacts
- > Insurance information
- > Names and phone numbers of physician, dentist, medical specialist, and hospital of choice
- > Existing medical conditions, injuries, medications, and allergies
- > Signature and date of parent/guardian's consent or refusal of treatment

19 Click on the **T-CARD** icon to view a student's transportation information.

20 Click on the **FORMS** icon to view a student's form statuses.

Roscoe Alvarado's Forms

- Contact Information
- Health History & Medical Profile
- Medications
- Injuries & Hospitalizations
- Past & Ongoing Health Conditions
- OHSAA PPE Physician Questions
- OHSAA COVID-19 PPE Questions (Optional)
- Emergency Medical Authorization
- Transportation Information
- ODE Connectivity Questions
- Code of Conduct

21 Click the **NOTIFICATION** icon and select **PHYSICAL STATUS** to send an email reminder to the student and his/her parent/guardian about physical expiration. You can also use this icon to email students and parents regarding other matters.

Prompt

- Physical Status
Last sent: 5 weeks ago
- Payment
- Reset Password
-
- Student & Parents

22 Click the **FILE** icon to upload PDF, JPEG, or DOC files.

Aaron Abbott Documents

No documents uploaded yet.

- Upload Physical
- Upload Concussion Report
- Upload Proof Of Residency
- Upload Immunization
- Upload Identification
- Upload Medical Action Plan
- Upload Other Document

Medical Reports

Submit a Medical Report

Full Report Quick Treatment

Evaluator: Alexander Hamilton
 Student: -- Select Student -- Check if student is outside system.
 Sport: -- Select Sport --
 Location/Venue: Place of injury...
 Medical Status: -- Please Select --

Date/Time of Incident: Novemb 30 2022 09 AM : 20

Subjective: Your subjective analysis...
 Objective: Your objective analysis...

Assessment Notes: Notes about your assessment / diagnosis...

Incident Summary: (in a few words)...
 Briefly describe the injury, illness, or medical incident.
Note: Can be updated later. Use Assessment Notes above for lengthy descriptions.

Affected Location: -- Body Area -- -- Body Part -- -- Side --

Referral Information (Indicates report was escalated to a Doctor or Health Care Facility)
 Check if referred to a Doctor or Health Care Facility.

Initial Treatment
 Tape Compression Wrap Ice
 Heat Electric Stim Stretch
 Rehab Full Evaluation shenee
 Other

Initial Treatment Notes: Describe your treatment on site...

Recommended Treatment Plan
 Use Brain Injury Recovery Plan Form?
 Ice Packs Ice Massage Stretch Rehab
 Compression Wrap - except when showering & icing Heat Pad - moist type heat is best

Treatment Plan: Outline your recommended treatment plan for parents (including exercises)...

Additional Notes:

Sensitive Information & Report Visibility Options
BY DEFAULT, NO NOTIFICATIONS WILL BE SENT TO COACHES OR PARENTS OF STUDENT. THIS REPORT WILL NOT BE VISIBLE TO THEM.

Share with Parents: Check this box to open report to student's parents.
 Share with Coaches: Check this box to open report to student's coaches.
 Notify Others: john@example.com, jane@example.com, etc...
Send details of this report to other individuals (comma separated list of emails).
 OR ALTERNATIVELY
 Sensitive Info:

If you DO choose to open this report to coaches/parents (check boxes above) you can still log sensitive information here that they will not see.

Click on **MANAGE >> MEDICAL REPORTS** to arrive at a page that looks like the image on the right. Use the interface for any of the following actions or combine these actions for detailed reporting.

Manage

- Students
- Inventory
- Medical Reports

- Filter student by medical report status
- Search for any student by name
- Filter students by sport or season
- Filter medical reports by body part
- Filter by date range
- View a summary or export current medical **REPORTS** in a specific format

Reports

- Show Summary Details
- Surgeries CSV
- Referrals CSV
- Full CSV

Medical Reports (4 Records)

USE FILTERS AND SORTING TO MANAGE YOUR RECORDS.

Open Date Range: mm/dd/yyyy to mm/dd/yyyy Exclude Updates?

By status... By Name or ID... Sport/Season... By body part... By description...

| Last Updated | Student Name | Impacted Sports | Description | Actions |
|---------------------------|-----------------|------------------------------|---|---------------------------|
| 11/7/16 6236 days open | Weeks, Cyril | 2022-23 Boys Football | A Dr. Cond Left Brain - Concussion | +QuickUpdate Edit 1 |
| 11/1/16 6292 days open | Dury, Grady | 2022-23 Girls Volleyball | A Dr. Cond Left Brain - Concussion | +QuickUpdate Edit 1 |
| 6/25/16 6244 days open | Johns, Leopoldo | 2022-23 Girls Basketball | A Left Lower Leg - Fractured Tibia - Avulsion | +QuickUpdate Edit 9 |
| 6/20/16 6244 days open | Pratt, Ricky | 2022-23 Coed Track and Field | A Left Lower Leg - Fractured Tibia - Avulsion | +QuickUpdate Edit 9 |

Getting the Most Out of Medical Reports

A single medical report should track the entire life-cycle of an injury. Updates to the reports should be submitted by clicking on the **UPDATE** button. Reports should eventually be closed once the athlete is back to full health and no longer receiving treatment.

Full Report + New Medical Report

When a student is injured, open a **NEW MEDICAL REPORT** and use the updates to track assessments, treatments, and changes in status. Parents and coaches will receive notification unless you mark it as sensitive.

Quick Treatment + New Quick Treatment

A **QUICK TREATMENT** can be used to document drop-in treatment sessions not related to previously open medical reports.

Report Update +QuickUpdate

These often serve the same purpose as quick treatments except that they are follow-ups to previous medical reports. Updates frequently include changes in status for a student.

Referrals

Any medical report or update allows for the input of referral information such as: hospitalized, surgery, x-ray, MRI, physical therapy, CT scan, health system, location, doctor, and diagnosis.

Referral Information (Indicates report was escalated to a Doctor or Health Care Facility)

Check if referred to a Doctor or Health Care Facility.

Hospitalized Surgery PT
 X-Ray MRI CT-Scan

Health System: Cleveland Clinic Cleveland

Doctor: Dr. Rogers

Diagnosis: (in a few words)...
Note: You will be able to add/update this information later as well.