

### Welcome to FinalForms!

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

1 Upon login, you will arrive in the **MEDICAL AREA**. If you leave this area to view **INJURY REPORTS**, you can click this button to return

2 Click **INJURY REPORTS** to view Injury Reports

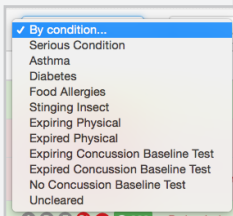
3 Click your **NAME DROP DOWN** to Change Password, Edit Profile (Name, Email Address) or Log Out

4 Click **ALL MY SCHOOLS** to view Students from one specific school

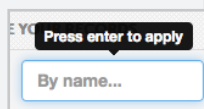
5 Click **NEW INJURY REPORT** to create an Injury Report (See **Page 3** for Instructions)

6 Click **IMPORT** to import medical related information such as Concussion Baseline Tests

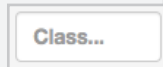
7 Filter Students by **STATUS** or by **CONDITION**



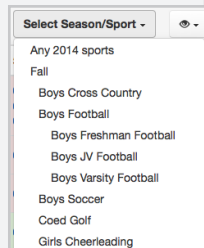
8 Quick Search by **NAME**



9 Filter Students by **CLASS**



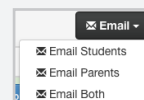
10 Filter Students by **SPORT** (i.e. Football, Golf) or by **TEAM** (i.e. Varsity, JV, Freshman)



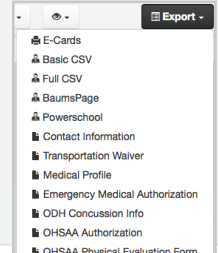
11 Show or Hide **ARCHIVED** Students (from past years)



12 **EMAIL** current Students, their Parents, or both



13 Click **EXPORT** to export current Students in a specific format



**FINALFORMS** 1 Medical Area 2 Injury Reports 3 Gregory House ▾

Medical Area (104 Records) 4 All My Schools ▾ 5 + New Injury Report 6 Instructions 7 Import ▾

USE FILTERS AND SORTING TO MANAGE YOUR RECORDS.

7 By condition... ▾ 8 By name... 9 Class... 10 Sport/Season... ▾ 11 [Eye Icon] 12 [Email Icon] ▾ 13 [Export Icon] ▾

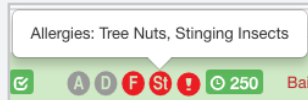
Conditions	Name	Class	Age	Sports	Actions
[A] [D] [F] [St] [t] [O] 251	Baird, Irvin	2018	15	Boys Cross Country	[+] [i] [O] [e] [f] [a]
[A] [D] [F] [St] [t] [O] 0	Baird, Lynne	2017	14	Girls Cross Country	[+] [i] [O] [e] [f] [a]
[A] [D] [F] [St] [t] [O] 0	Barker, Abram	2018	16	Boys Football Boys Cross Country	[+] [i] [O] [e] [f] [a]
[A] [D] [F] [St] [t] [O] 223	Barker, Isalaz	2017	15	Boys Football	[+] [i] [O] [e] [f] [a]
[A] [D] [F] [St] [t] [O] 0	Barnett, Sr., Brenda	2017	15		[+] [i] [O] [e] [f] [a]
[A] [D] [F] [St] [t] [O] 0	Barnett, Sr., Rose	2016	16	Girls Cross Country	[+] [i] [O] [e] [f] [a]
[A] [D] [F] [St] [t] [O] 69	Bass, Bonita	2017	16	Girls Cross Country	[+] [i] [O] [e] [f] [a]
[A] [D] [F] [St] [t] [O] 0	Bass, Caroline	2016	14	Girls Cross Country	[+] [i] [O] [e] [f] [a]
[A] [D] [F] [St] [t] [O] 289	Bass, Gerardo	2017	16	Boys Football Boys Cross Country	[+] [i] [O] [e] [f] [a]
[A] [D] [F] [St] [t] [O] 229	Bass, Ward	2019	15	Boys Cross Country	[+] [i] [O] [e] [f] [a]

### Managing a Student

Conditions	Name	Class	Age	Sports	Actions
<span>14</span> <span>A</span> <span>D</span> <span>F</span> <span>St</span> <span>!</span> <span>15</span> <span>250</span>	<span>16</span> Baird, Irvin	2018	15	Boys Cross Country	<span>17</span> <span>18</span> <span>19</span> <span>20</span> <span>21</span>

**14 MEDICAL CONDITION ALERTS**  
Glance at the alerts to see if the Student has any medical conditions, roll over the alerts to view triggers.

- A** = Asthma
- D** = Diabetes
- Se** = Seizures Disorder
- F** = Food Allergies
- !** = Serious Condition  
(Hover over symbol for details)



**15 PHYSICAL CLOCK**  
Click the 250 icon to update a Physical Expiration Date.

**16** Click the Student **NAME** to view: Documents, Past Sports, Past Activities, Equipment History, Injury Report & Medical History, and Concussion Test History

**17** Click the **E-CARD** button to view a Student's Emergency Medical Authorization information including:

- Student Name
- Student Class
- Medical Condition Alerts
- Date of Birth
- Home Address
- Parent/Guardian 1 & 2 Phone Numbers
- Emergency Contacts 1, 2 & 3 Names and Phone Numbers
- Insurance Information
- Physician, Dentist, Medical Specialist Names and Phone Numbers
- Hospital of Choice with Phone Number
- Medical Facts
- Existing Medical Conditions, Injuries, Medications, Allergies
- Name of, and Date signed by, Parent/Guardian

**18** Click the **FORMS** button to view a Student's form statuses

**19** Click the Brain Icon to input a Concussion Test

**20** Click the Files Icon to upload PDF or DOC files

**21** Click the **NOTIFICATION** button and select Physical Status to send an email reminder the Student and his/her Parent/Guardians about Physical Expiration

### Injury Reports

**FINALFORMS**
Clay Burnett

Submit an Injury Report
Injury Reports

Full Report
 Quick Treatment

Evaluator:

Student:   Check if student is outside system.

Sport:

Athlete Status:

Date/Time of Injury:

Subjective:

Objective:

Assessment Notes:

Injury Diagnosis:  Note: Can be updated later. Use Assessment Notes above for lengthy descriptions.

-- Severity --  -- Severity Type --   Student Concussed?

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

Stretched  Rehab  Full Eval  Other

Initial Treatment Notes:

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:

Additional Notes:

Sensitive Information & Report Visibility Options

NOTE: 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:

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.

Submit Report
Cancel

Click **INJURY REPORTS** to arrive at a page that looks like the image below. Use the interface for any of the following actions or combine these actions for detailed reporting.

- Filter Student by Injury Reports Status
- Search for any Student by name
- Filter Students by Sport/Season
- Filter Injury Reports by Body Part
- Filter by Date Range
- VIEW a summary or EXPORT current injury reports in a specific format

**Injury Reports** (3 Records)
All My Schools
+ Injury Report
+ Quick Treat

USE FILTERS AND SORTING TO MANAGE YOUR RECORDS.

All  to

By status...  By name...  Sport/Season...  By body part  By injury...  Reports

Last Updated	Student Name	Sport	Injury Description	Actions
5/31/16 (202 days open)	Alston, Jared	Boys Basketball	<span style="color: orange;">A</span> Left Ankle - rolled ankle	<span style="background-color: #007bff; color: white; padding: 2px 5px;">+ Update</span> <span style="font-size: x-small;">🔗 📄</span>
10/21/15 (223 days open)	Olson, Clyde	Boys Baseball	<span style="color: green;">C</span> Right Upper arm - Arm pain	<span style="background-color: #007bff; color: white; padding: 2px 5px;">+ Update</span> <span style="font-size: x-small;">🔗 📄</span>
10/21/15 (223 days open)	Smith, Sarah	Girls Volleyball	<span style="color: green;">A</span> Right Ankle - Rolled Ankle	<span style="background-color: #007bff; color: white; padding: 2px 5px;">+ Update</span> <span style="font-size: x-small;">🔗 📄</span>

Previous
1
Next

Reports

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

#### Getting the Most out of Injury Reports

A single Injury Report should track the entire life-cycle of an injury. Updates to the report 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.

+ New Injury Report

**Full Report** - When a Student is injured, open a New Injury Report and use Updates to track assessments, treatments and changes in status. Parents/Coaches will receive notification (unless you mark it sensitive).

+ New Quick Treatment

**Quick Treatment** - It may be useful to use New Quick Treatment. Submission of a Quick Treatment immediately pops up another fresh Quick Treatment. This is especially useful when keeping up with a stream students after school.

+ Quick Update

**Report Update** - These often serve the same purpose as Quick Treatments, except that they are follow-ups to previous Injury Reports. Updates frequently include changes in status for a student.

#### Referrals

Any Injury Report or Update allows for the input of Referral information such as: Hospitalized, Surgery, X-Ray, MRI, CT-Scan as well as 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  X-Ray  MRI  CT-Scan

Health System:

[Click here to auto-fill Kettering Health Network](#)

Doctor:

Diagnosis:  NOTE: You will be able to add/update this information later as well.