

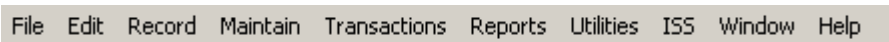


# Simtrak™ Mobility

*A decade-long background in professional and amateur sport medical data collection, analysis, and reporting.*



When you start up Simtrak™ Mobility, and after you log in to the system, the first thing you will use on the initial screen is the Main Menu, at the top of your screen, and shown in this next illustration:



When you want to enter injury information, you use the Maintain menu selection. You are “maintaining” your sports medicine documentation files when you enter and edit injury information. The Maintain selection is used for many Simtrak™ Mobility features.

Click on Maintain, and then click on Personnel from the list that appears. When you enter injury information, you first will need to select a player. That is why you need to go to the Personnel section first when you want to enter injury data.

After you select Maintain from the Main Menu, and then choose Personnel from the drop down list, you will see the Maintain Personnel window, shown partially below:

At the very top of the window, after the Maintain Personnel heading, you see [Mode: Wait]. The Wait mode means you need to tell Simtrak™ Mobility what you want to do next. (You can click on any of the tabs along the top, tabs such as Main, Address, Personal, and so on, and you will see the fields for that tab. Take a look at each of the tabs, if you like.)

What we want to do next is find a player, in order to make an injury entry for that player.

If you have already used other Simtrak™ Mobility help guides, you will have encountered the use of the binoculars many times. The binoculars icon, Find (Locate), is on the System Toolbar, third item from the right. You use it to find a single record from among many. In this case, we want to find a particular player from among the many in the roster. (If you have not yet entered any players, stop here and go to the Maintain Personnel help guide, and use it to make several entries of players, roster entries. They can be real players or fictitious names for teaching purposes. Fictitious players can be removed easily later.)

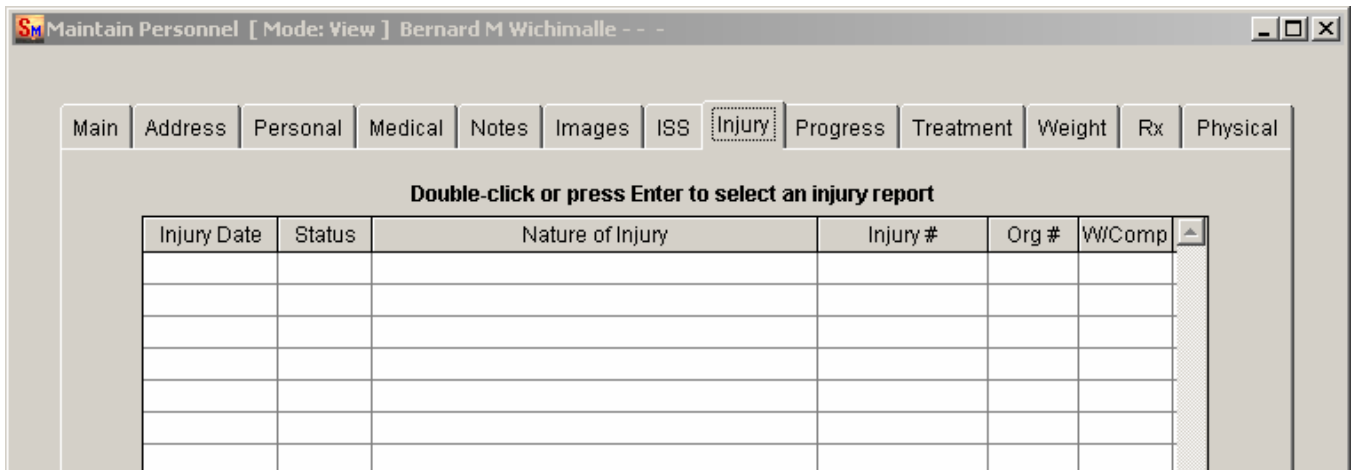
Click on the binoculars, and a list of players opens. Double click on your chosen player's last name in the list. (If the list of players is a very long list, you can begin typing the player's last name on the keyboard immediately after you click the binoculars, and Simtrak™ Mobility will quickly take you to that player.) After you click on the binoculars, you need to choose a player before you can move on to other windows. You choose a player by double clicking on the player's last name (or press Enter after selecting the player).

After you choose a player, the Maintain Personnel window will look like the illustration on the prior page, except that it will now display your player's name and other information.

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Now we are ready to discuss entering injury information.

Click on the Injury tab along the top of the Maintain Personnel window. Your display will now look like this:



If there has been prior injury information entered for this player, you will see it here. The illustration as shown above is for a new player without injury information added yet.

Now take a look at the System Toolbar. It looks like this:



Reading from right to left, the System Toolbar tells you that you can either get Help (question mark icon), Close Form (Exit), find a new player (binoculars), or use the white sheet of paper icon, New Record (Add).

With the Injury tab selected in the Maintain Personnel window, click on the New Record (Add) icon on the System Toolbar to make a new injury entry.

After completing the instruction at the bottom of the prior page, the Initial Report of Injury window opens for the player that was selected in the Maintain Personnel window. The next illustration shows the Initial Report of Injury window (form) with the Main tab selected:

The screenshot shows a software window titled "Initial Report of Injury [ Mode: Add ] Bernard M Wichimalle". The window has a tabbed interface with tabs for "Main", "Injury", "Details", "Services", "Dictation", "S.O.A.P", "Images", "ISS 1", and "ISS 2". The "Main" tab is selected. The form contains the following fields and controls:

- Season: 2006-2007 (dropdown)
- Organization: Pillsonton University (text field)
- Sport: (empty dropdown)
- Injury #: (empty text field)
- Status:  Open  Closed
- Days Missed: 0 (text field)
- Date of Injury: // (text field)
- Date Closed: // (text field)
- Days Limited: 0 (text field)
- Date Reported: // (text field)
- Date Entered: 12/30/2006 (text field)
- Submitted
- Practices Missed: 0 (text field)
- Date Returned: // (text field)
- Date Submitted: // (text field)
- Games Missed Pre Season: 0 (text field)
- Games Missed Regular Season: 0 (text field)
- Workers Compensation  Work Related  Non Work Related
- Disabled List
- Date On: // (text field)
- # Of Days: 0 (text field)
- Date Eligible: // (text field)
- Nature of Injury: (empty text field)
- Date Off: // (text field)
- Injury Type: (empty dropdown)
- Position: (empty dropdown)
- Create: // (text field)
- Modify: // (text field)

Take special note at the very top of the window; the message after the Initial Report of Injury heading is [Mode: Add]. That tells you the form (window) is ready to add a record.

Change the Season, if you need to, using the arrow at the right of the Season field.

Edit the Organization if you like, though usually that will remain unchanged.

Next look at Sport, and then in the lower part of the form (window), Injury Type, and Position. These three fields are all Pull-Downs. For each, you click on the arrow and select from the list that appears the entry you need. These three Pull-Downs are lists you create (or can create). The choices in them can be customized by you to your organization. To customize (or make any changes to) these three Pull-Downs, see the Simtrak™ Mobility help guide entitled Maintain Pull-Downs for some additional description.

The various dates are all entered in XX/XX/XXXX format.

The red Status field is either Open or Closed, select one of them.

The Injury # field is calculated by Simtrak™ Mobility for you.

The Nature of Injury field is a 30-character text field. Usually, it includes body part, side, and injury in whatever format and order you decide for your organization. The information entered here is displayed throughout the software system's other related features.

The Submitted check box near the center of the form and the Date Submitted field is for your optional use if you want to track certain dates of paperwork submission.

Check Workers Compensation where needed, and Work Related or Non Work Related.

If the injury disables the player, check the Disabled List box and enter the pertinent data in the three fields that follow to the right.

Along the right-hand side of the Initial Report of Injury window, with the Main tab selected, there are five boxes showing numerical data for five headings, beginning at the top with Days Missed. These five items are automatic calculations by Simtrak™ Mobility based on the information that has been entered by you or others in linked treatments.

### Injury Tab in Initial Report of Injury

When you first open the Initial Report of Injury form (window), the Main tab of that window is selected. That is the tab in which we have been working so far in this teaching session. Now click on the Injury tab along the top of the window. Here is where to enter assessment text.

As you can see from the exhibit (above), the Assessment of Injury box is open and lighted, so you can type in your assessment text.

But, the other five boxes are gray and not opened for you to use. These five boxes use the Simtrak™ Mobility “Selector Window” technology to do two things: speed up data entry, and ensure there are no typographical errors in these boxes. Data entry here is a little different.

First, double click in any one of the boxes (they all operate the same way). A list comes up that provides you choices of what you want to enter. Double click again on each (one or more) item in the list you wish to enter in the box. You will see that your double click action adds an “x” to the right of the list item each time. (Then double click on a list item that has an “x” beside it, and you will see the “x” disappear.) When you have the desired “x” marked items you want for your entry, click on the OK button at the bottom. Your “x” marked items from the list will appear in the gray box you chose (among the five to choose from).

Any time you want to change the items that are entered in one of the five gray boxes, just double click on the box, and change which list items have an “x”. When you are satisfied that your changed “x” list is correct, then click on the OK button at the bottom.

To change the lists that show up when you double click in the Injury, Body Part, Non-Active Treatment, Active Treatment, or Medication boxes, go to the Maintain Pull-Downs help guide. These lists are pull-downs that you set up in your software. They are customized by you to your organization. The Maintain Pull-Downs help guide tells you how to do this.

The Add and Delete buttons at the top of the Select window are short-cuts to the Maintain Pull-Downs operation.

### Details Tab in Initial Report of Injury

Click on the Details tab. You see this form (window) appear:

The large top and bottom fields of the Details tab of the Initial Report of Injury form (shown above) are self explanatory. In between those two text fields are eight Pull-Downs and a Temperature field. Let's quickly reference the Temperature field and then move on to the Pull-Downs.

The Temperature field is in degrees.

The eight Pull-Downs (fields with arrows to their right) are all customizable lists that you can create and modify to meet your and your organization's terminologies, standards, and special interests in managing sports medicine documentation. See the Maintain Pull-Downs help guide pages for more information about Pull-Down entries and changes. You can Add and Delete Pull-Down list choices directly from the Pull-Downs you see here, without going to the Maintain Pull-Downs section of Simtrak™ Mobility. But, it could be useful for you to view or review the Maintain Pull-Downs help guide information as part of your teaching session on this tab, the Details tab.

## Other Tabs in Initial Report of Injury

Click on the other tabs you see in the Initial Report of Injury.

In the Dictation tab you can enter text or copy and paste information from other sources, such as physician notes delivered in email or Word.

The S.O.A.P. tab gives you the fields for those notes.

The Images tab shows images that have been attached to the injury report (how you attach images is covered in another help guide document).

The Services tab is where you enter services from facilities. This tab will open up for you to add and edit information after you save (click on the computer disk icon on the System Toolbar) your Initial Report of Injury.

Finally, if you subscribe to the Injury Surveillance (ISS) feature of Simtrak Mobility, two ISS tabs (ISS 1 and ISS 2) will appear along with the other tabs. Injury Surveillance is described separately elsewhere.

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## SPECIAL REMINDER:

When you enter data in a window (form) in Simtrak™ Mobility, you can click from tab to tab in that window as you add and edit information. But, you will need to click on the Save Changes icon, the computer disk, on the System Toolbar before going on to another window. Simtrak Mobility helps you by trying to make sure you save your information and not forgetfully lose data you have newly entered. It usually won't let you continue from one data entry task to another until you do save your data.

Also, after saving your data (window), you should close it by clicking on the open door icon in the System Toolbar (or clicking the red close "x" in the top right corner of the window).