

Healthy Roster Documentation Policy and Procedure

USA Gymnastics (USAG) utilizes Healthy Roster as its Electronic Medical Records (EMR) system for all medical documentation related to National Team athletes, invitees to camps and international events, as well as coaches, staff, and judges. Although USAG is not considered a HIPAA-covered entity, our goal is to protect the privacy of our athletes. Healthy Roster is fully compliant with HIPAA regulations.

Purpose: This policy establishes USAG’s procedures for reporting and documenting athlete injuries, illnesses, and medical histories and conditions. Timely and accurate reporting is crucial for maintaining and improving safety, ensuring appropriate medical treatment, and facilitating insurance claims.

Policy and Procedure:

1. Access to Healthy Roster:

All medical contractors will be granted access to Healthy Roster for documentation purposes at camps and international events. Access will be provided ideally two weeks before the event to allow contractors adequate time to review the athletes’ health histories. Lead national team medical providers will have continuous access to the electronic medical record. Medical documentation must be completed as soon as possible but no later than 48 hours after the event to ensure timely updates for upcoming events.

2. Reviewing Athlete Histories prior to a camp or event

Prior to a camp or event, all medical providers should familiarize themselves with the health histories of the athletes who will be attending camp. To do this follow these steps:

- In the left hand column, click on the Organization icon and select the organization that you will be covering. Use “Team” filter to select the appropriate team(s) that you need to review.
- Review each athlete’s status and if athlete is not listed as “Active” click on that athlete to review current injuries.
- In the Reporting section of Healthy Roster, run the Athlete Allergies, Medications, Medical Conditions report for your Organization (can be filtered by Team, as necessary, depending on the camp)
 - Be sure to use a start date of January 1 of the current year to obtain the most comprehensive data

3. Documentation in Healthy Roster

All injuries, illnesses, and treatments must be documented in Healthy Roster regardless of where they occur (including those that occur at OPTCs, Games events, home gyms, etc.) or how the information is obtained (via coach, athlete, social media, athlete survey, etc.).

- Injuries, illnesses and other medical conditions should be documented as follows:
 - **Incident Report Tab:** Document all injuries, illnesses, and assessments and Progress notes.
 - **Treatments Tab:** Record all treatments and phone consults.
 - **Details Tab:** Update medical details section with any newly identified allergies, dietary restrictions, and other pertinent medical information needed in case of emergency.
 - **Injury Tab:** Used to update the status of an injury or illness.
 - **Follow Ups Tab:** Used to document referrals to providers outside of the camp or event
- If athlete is not a current National Team member and is not already active in Healthy Roster
 - Check to see if the athlete’s profile has been archived and re-add it to the appropriate Organization
 - Click on the Organization that the athlete participates in
 - Toggle the Archived switch to on
 - Search for the athlete by name
 - If athlete is present, click on the ellipses and select “Undo Archive”
 - If athlete is not in Healthy Roster, select the organization “(Discipline) Quick Add”
 - Click “Add New”
 - Enter athlete’s First Name, Last Name, DOB and click Save (you may need to refresh your screen to see the athlete)

4. Reporting a new injury or illness

- Video tutorial can be found [here](#).
- Step by Step instructions:
 - Open the athlete’s profile,
 - Click on Incident Reports tab
 - Select “Add” (desktop version) or “+” (app)
 - Add the Incident Date
 - Add the “Associated Injury” by clicking the “+”
 - Select either Add New or Link Existing (if the injury or illness is pre-existing and is already present in Healthy Roster)
 - If adding a new injury or illness, a new screen will appear to allow you to complete information on injury/illness details. Provide all of the information you have, including selected a suspected diagnosis code, athlete status (see below for definitions of status), and brief note indicating suspected diagnosis or differential diagnosis (full assessment will be documented in the next step).
 - Attachments: Only if this is an acute gymnastics-related accident injury, click “+”. If this is not an acute gymnastics-related accident injury, skip the attachments portion.
 - Click New Document
 - Select Document Type “INSURANCE REPORT FORM”
 - Click “Fill Online”
 - Complete all required areas, sign, date

- Click OK
 - No Expiration date is needed, provide access to Entire Care Circle, click OK
 - If you have completed an Insurance Report Form, please email Taryn and Kim with the athlete's name and we will send it to the insurance company.
- Complete as many of the Background Questions as you can: note that additional background questions will appear with certain selections.
- Under Notes section, click "+"
 - A new screen will appear, select the Note Type of SOAP note
 - If you wish to use a Template for your SOAP note, click on the "T" in the top right corner of the pop-up screen and select the first template that you'd like to use and complete relevant boxes. Continue to add Templates or text as desired to complete your note.
- Click Save to complete your Incident Report and save it to the athlete's profile

5. Updating an existing injury or illness Status:

1. Medical providers are responsible for keeping injury and illness records up-to-date. If the status of an injury changes, the timeline must be updated accordingly.
2. Athletes with any status other than Active should have each current injury evaluated at each camp to update the medical record and determine whether a change in status is appropriate.
3. The statuses are defined as:
 - **Waiting for Assessment:** The medical team needs to contact the athlete/parent/coach to assess and develop a treatment plan or, the medical team is awaiting further medical assessment/results to determine next steps. Status should be updated after obtaining information.
 - **Not Cleared:** The athlete is not cleared for any level of participation due to the injury or illness.
 - **Limited Activity:** The athlete is under medical supervision with limitations. Regular check-ins may be required to ensure medical needs are being addressed.
 - **Returned to Play as Tolerated:** The athlete can return to play with no limitations but requires periodic monitoring and progressive loading.
 - **Returned to Play and Closed:** The athlete is fully participating and injury or illness no longer requires monitoring.
 - **Long-Term Issue/Status Unknown – Closed:** Athlete has not attended an event for more than 6 months and is unable to be re-assessed or contacted for status update.
4. Adding a progress note:
 - Click on Incident Report
 - Select the injury that you have re-assessed
 - In the top section, under Associated Injury, click on the medical bag icon to Update Status if needed
 - Background Questions: Edit or add responses only if you have additional information to include or corrections to be made
 - Scroll down to Notes, click +, select SOAP note, and complete your progress note (templates are available if desired)

- Add any attachments (MD note updates, imaging, etc..) relevant to the injury
- 5. Documenting a Treatment
 - Click on the Treatments tab
 - Update Details if date does not match date of treatment
 - Select the injury/injuries that treatment was given to or select “non-injury related”
 - Select each of the performed services
 - In your SOAP note, provide additional specifics on subjective complaints, response to treatment, and plan for subsequent treatments.
 - Click Save
- 6. Follow Ups
 - If a follow-up service is needed (outside of camp/event), please use the Follow Ups tab to record the referral and click “Add”
 - Select Healthcare Organization
 - If referring to a USOPC provider, select USOPC
 - If referring to a USAG contracted physician, select USA Gymnastics
 - Complete required Details
 - Select injury related to the referral
 - Choose services that are being requested in the referral
 - Add a note to describe the services that the athlete is being referred for
 - Work with the athlete/parent and/or provider (if known) to ensure the referral is communicated. Completing the Follow-Up only records that you recommended a referral. It does not route the referral to anyone.

Reporting note: Medical providers may also be required to provide documentation of injuries and treatments for the USOPC’s electronic medical record if care is provided at an Olympic and Paralympic Training Center. Please run the following report and provide electronically to the USOPC sports medicine team **the day after camp ends** (assessments and treatments load to reports after midnight on the day they were provided) if requested: “Assessments and Treatments for exports to USOPC EMR”. Be sure to select only the dates of the camp. It is generally best not to select the Team(s) to ensure that all athlete assessments and treatments (including invited athletes who are not on a team) are included.