



Telemedicine Customer Support 24/7/365

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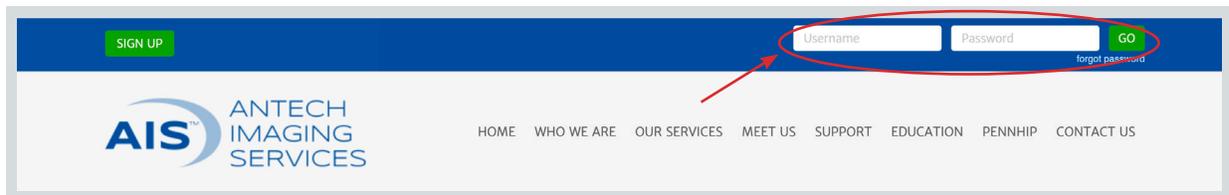
HOW TO SET PREFERRED AND NON-PREFERRED SPECIALISTS

Important note:

- Logging into your **Individual account** will allow you to set **your personal preferences**. (Pages 1-2)
- Logging into your hospital's **Admin account** will allow you to set an individual's preferences, or set **all your doctors** at one time to the desired specialists, which will overwrite **ALL** individual settings. (Pages 2-4)

LOGGING IN AS AN INDIVIDUAL ACCOUNT

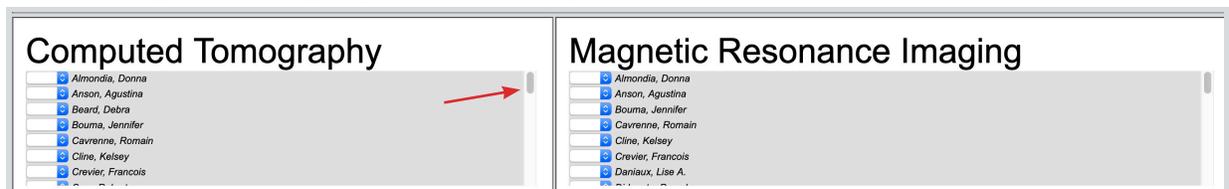
- 1) Log into www.antechimaging.com by entering your Username and Password in the upper right hand corner fields and clicking "Go".



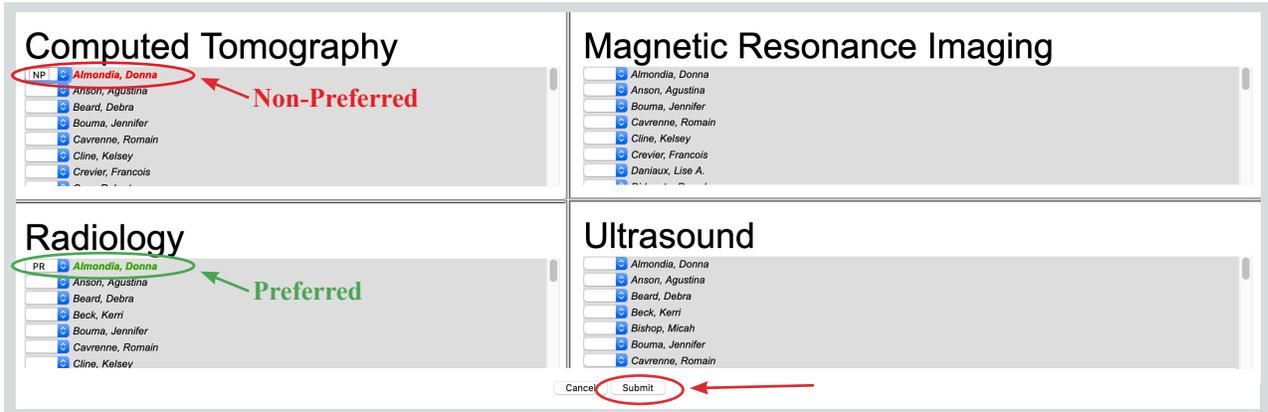
- 2) Click on the USER SETUP tab on the blue bar on the top and then click "Prefs/Non Prefs."



- 3) This will take you to a page where you can set your preferred and non-preferred specialists for each type of consult request. If you do not see the specialists you are looking for, use the slider bar to the right of each group to scroll through the names.



- 4) To set your preferences, click the drop-down box to the left of the specialist's name.
- A blank box means that your case is assigned to the first available specialist. This is the default setting.
 - Selecting “**PR**” (**Preferred**) will assign your consult to that specialist as long as they are on duty, and their caseload is such that your consult can be read within our standard turn-around times. If your "Preferred" specialist is not on duty, your consult will be read by the first available specialist.
 - Selecting “**NP**” (**Non-Preferred**) (**NP**) will never assign your case to that specialist.

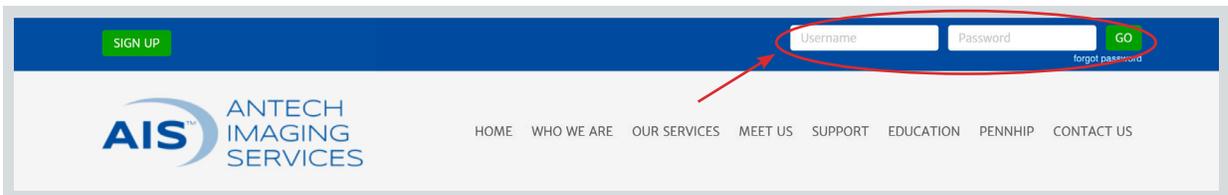


- 5) Click “Submit.” You will receive a notice at the top of the page confirming your changes.



LOGGING IN AS AN ADMIN ACCOUNT

- 1) Log in to www.antechimaging.com by entering your Username and Password in the upper right hand corner fields and clicking “Go”.



- 2) Click on the USER SETUP tab on the blue bar on the top and then click “User Setup Search.”



3) Search for a specific doctor to set preferences, or to set all users on the account, click “Search.”

4) On the right hand side of the screen, click “Employment Setup.” Then on the next page, click “Preferred/Non-Preferred Specialists.”

User Search Results
 Displaying 1 - 20 of 29 Show 20 results per page

** denotes an inactive user and/or employment.*

Name	Organization/Function	Email Address	Action
Dr. Demo Donna	AIS Demonstration Center - General Practitioner		Employment Setup
Dr. John Doe *	AIS Demonstration Center - General Practitioner *	info@antechimaging.com	Employment Setup

Note: A red circle highlights the 'Employment Setup' link in the Action column for Dr. Demo Donna, with a red arrow pointing to it.

5) On the next page, click “Preferred/Non-Preferred Specialists.”

PACS ACCOUNTING USER SETUP PREDEFINED REPORTS DICOM DEVICES HELP

Current Employments for Dr. Demo Donna

** denotes an inactive employment relationship.*

Organization	Action
AIS Demonstration Center of Antech Imaging Services	Preferred/Non-Preferred Specialists

Note: A red circle highlights the 'Preferred/Non-Preferred Specialists' link, with a red arrow pointing to it.

6) This will take you to a page where you can set your preferred and non-preferred specialists for each type of consult request. If you do not see the specialists you are looking for, use the slider bar to the right of each group to scroll through the names.

Computed Tomography

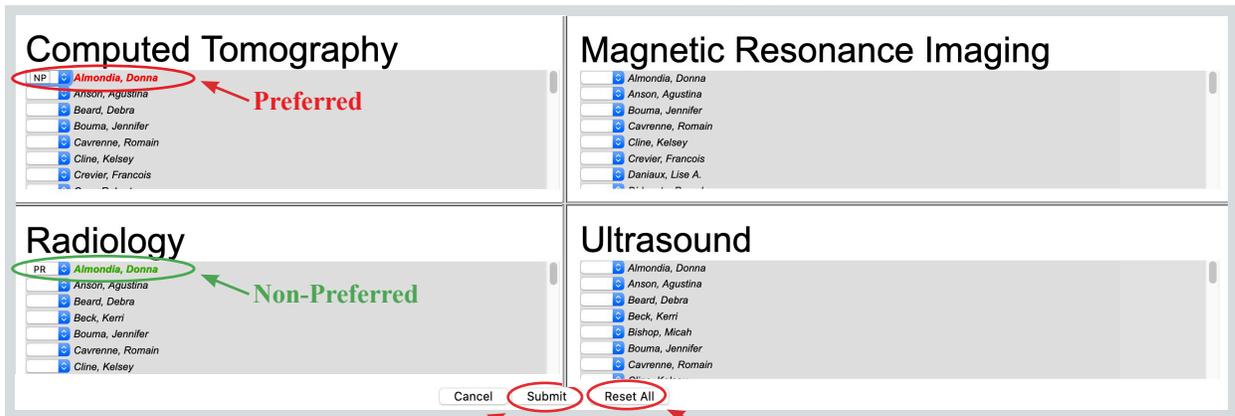
- Almondia, Donna
- Anson, Agustina
- Beard, Debra
- Bouma, Jennifer
- Cavrenne, Romain
- Cline, Kelsey
- Crevier, Francois

Magnetic Resonance Imaging

- Almondia, Donna
- Anson, Agustina
- Bouma, Jennifer
- Cavrenne, Romain
- Cline, Kelsey
- Crevier, Francois
- Daniaux, Lise A.

Note: A red arrow points to the vertical scrollbar on the right side of the 'Computed Tomography' list.

- 7) To set your preferences, click the drop-down box to the left of the specialist's name.
- A blank box means that your case is assigned to the first available specialist. This is the default setting.
 - Selecting “**PR**” (**Preferred**) will assign your consult to that specialist as long as they are on duty, and their caseload is such that your consult can be read within our standard turn-around times. If your "Preferred" specialist is not on duty, your consult will be read by the first available specialist.
 - Selecting “**NP**” (**Non-Preferred**) (**NP**) will never assign your case to that specialist.



Sets **ONLY** the desired user preferences
(User name is at the top of the page.)

Sets **ALL** users to the
selected specialists

- 8) Once you make your desired changes, click “Submit.” You will receive a notice at the top of the page confirming your changes.

Preferred/Non-Preferred updated successfully.

- 9) If you want to apply the same preferences to all users on the account, click “Reset All.”
Clicking “Reset All” will overwrite all personal user preferences.