

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 <u>www.antechimagingservices.com</u> by entering your Username and Password in the upper right hand corner fields and clicking "Go".

SIGN UP	Username Password G0 forgot password
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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 turnaround 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.

Computed Tomography Anson, Agustina Beard, Dera Boura, Jennier Carevene, Romain Careve, Francois	Magnetic Resonance Imaging Armondia, Donna Armondia, Donna Bourna, Agustina Bourna, Jenniter Cavarene, Romain Cavarene, Romain Conk, Kakey Crewie, Francois Cavarene, Kakey Crewie, Francois
PR © Almondia, Donna Dera Arsson, Agustana Dera Pereferred Debra Pereferred Debra Boura, Jannifer Debra Carrier Carrier, Reservence, Romain Carrier, Kelsev	Ultrasound Almondia, Donna B Anson, Agustina B Beck, Kerri B Bichop, Micah B Boltop, Micah Carverme, Romain Cancer Submit

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

Preferred/Non-Preferred updated successfully.

LOGGING IN AS AN ADMIN ACCOUNT

1) Log in to <u>www.antechimagingservices.com</u> by entering your Username and Password in the upper right hand corner fields and clicking "Go".

	Username	Password G0 forgot password
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2) Click on the USER SETUP tab on the blue bar on the top and then click "User Setup Search."

PACS	ACCOUNTING	USER SETUP	PREDEFINED REPORTS
User Setup Search			

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

Enter Parameters To Search			
First Name		Last Name	
User Name	۶	PennHIP Member/Distractor Number	PennHIP Cert Status
		Email Address	
Phone No	Please enter the phone number in format xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Fax No.	Please enter the fax number in format xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	Search On Ad	Idress	
Street Address (line 1)	Street Address (line2)	City	StateProvince(If in U.S. or Cana
County	Zip Code		
	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 ᅌ results per page
* denotes an inactive user and/or employme	ent.		
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@antechimagingservices.com	Employment Setup

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



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.



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 turnaround 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.

	Magnetic Resonance Imaging
Beard, Debra Beard, Debra Bourna, Jennifer	C Anson, Agustina Bouma, Jennifer C Cavrenne, Romain
Cavrenne, romain Cilne, Kelsey Cine, Kelsey Conce, Francois	Crevier, Francois Crevier, Francois Daniaux, Lise A.
Radiology	Ultrasound
PR & Almondia, Donna PARSON, Agustina Parson,	Almondia, Donna Annonia, Agustina Annon, Agustina Beard, Debra Revie Koni
Bock, Nation Bock, Nation Bockman, Jonnifer Gavernne, Romain Gine, Kalesy	Bolano, Micah Bolano, Micah Bolano, Jennier Gaverne, Romain
Cancel Submi	Reset All
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.



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.*

For assistance please contact us via phone 1-877-727-6800 or email support@antechimagingservices.com