HOW TO SUBMIT A CASE WHEN MANUALLY UPLOADING IMAGES

1) Place your images (must be jpeg or Dicom files and not shortcuts; pdf is ok for bloodwork or ECG) on the desktop of your computer, or in another easily accessible location on the computer (NOT on a removable drive).

2) **Log in** to www.antechimagingservices.com by entering your Username and Password in the upper right-hand corner fields and clicking Go.

3) Click the PACS tab on the left side of the blue bar at the top, and choose "Store Images".

4) Enter the patient's information. In the clinic/case number selection use the hospital's unique patient id to ensure previous/future cases will link together correctly for this patient.

5) If you have previous images for this patient, you may choose that patient on the 2nd page. If not, complete the patient information by entering Date of Birth and Sex of the patient.

6) On the final page ("Uploaded Media for [Patient name]"), "Click Here" to start uploading media. After installing the Aspera Connect plugin if needed, you will have a Media Upload window appear. You may Drag-and-Drop your desired files into this box, or choose Upload Files to find your desired files. Once all images have been added, click Done Uploading.

7) Back on the Uploaded Media for (Patient name) page, click Back to PACS at the bottom.

8) Click "Go" at the bottom of the Search Options box to bring up images taken within the past 7 days; adjust your search date range and enter patient information as needed to find your desired images.

9) Find the patient for which you wish to send for a consult and click the [icon] icon or choose Submit a Consult from the Select Action bar.

10) Ensure the patient information is correct and complete, or edit as needed. IMPORTANT – please be sure species, breed, sex (including intact vs. neutered) and date of birth are as accurate as possible.

11) Select the "Referring General Practitioner" from the pulldown at the top of the form.

12) For a STAT consult select the "STAT" option from the turnaround time pulldown.

13) Select your desired specialty ex: "Radiology" then click [Submit] .

14) The final page of your consult submission is the Consultation Information screen. Here you add Pertinent History and Clinical Question (both required fields) and any private notes for the specialist. Remember that the more pertinent information the reader has, the more thorough and specific your report can be.

15) Click Submit with selected media (the top option).

16) A Consultation Confirmation page will appear. If desired, you may print out this page for your records.

You're done! Click on the Back to PACS link at the bottom of the page to go back to your PACS Workbench.

Reports are delivered via FAX and email and are also available on the AIS Website.

NOTE: Check report status anytime by logging on to the AIS Website.

 Images are stored, but have either NOT been submitted for a consult OR the consult has been returned for technical assistance. Choose Track Study from the Select Action bar for more information.

 The consult has been submitted, but no (or not all) images or information has been received. Check image count to the far right.

 The consult has been submitted, and is "In Progress".

 The consult has been finalized, and a completed report is available. Click the R or choose Print Report from the Select Action bar to display your report.

As always, please don't hesitate to contact AIS at 877-727-6800 or support@antechimagingservices.com if you have any questions or need further assistance.