



ANTECH IMAGING SERVICES

<https://info.antechimaging.com>

**How to email a study**  
(Use when sending to clients or hospitals that do not have an AIS account)

**Important note:** You must have popups unblocked to use this function.

1. Log in to your account on <https://info.antechimaging.com> by entering your Username and Password and click **“Sign In.”**

2. Study Date range is defaulted to the last 7 days. You can change the “From Study Date” and “To Study Date” to your desired search dates. You can also search by any of the other boxes. Then click **“Go”** to show your studies.

3. Find the patient for which you want to email their study. Click the  icon only if you are selecting more than one study to email. Then choose **“Email Study”** from the Select Action drop-down list.



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4. A popup “Email Link To Study” window will appear.
  - a. Click  to send a completed report if applicable.
  - b. Type in the email address to which you are sending. Separate multiple email addresses with commas.
  - c. Use your hospital address as the CC email so you have a record of sending the images.
  - d. Choose the General Practitioner who will be listed as the sender.
  - e. You may add comments in the “Additional Comments” section.
  - f. Click “Send.”
  - g. An email confirmation will appear.

**Email Link To Study**

**Studies Selected**

Patient/Owner	Study Date	Modality	Image Count
Penny/Riddle	2023/12/18	DX	5

Include Links To Completed Reports

\* To:

CC:

\* Practitioners:

Additional Comments:

Links to studies will expire in 30 days.

6. The recipient will receive an email with the subject “View Study/Report Request” sent from [noreply@antechimaging.com](mailto:noreply@antechimaging.com).
  - a. The email contains links to view the study, download the study, or view the report.
  - b. Links are active for 30 days.