



ANTECH IMAGING SERVICES

<https://info.antechimaging.com>

## How to set preferred and non-preferred specialists

### Important note:

**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.

**Page 3:** Logging into your **Individual account** will allow you to set **your personal** preferences.

## LOGGING IN AS AN ADMIN ACCOUNT

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

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."**



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

Name	Organization/Function	Email Address	Action
Dr. Demo Donna	AIS Demonstration Center - General Practitioner		<a href="#">Employment Setup</a>
Dr. John Doe *	AIS Demonstration Center - General Practitioner *	info@antechimaging.com	<a href="#">Employment Setup</a>

PACS	ACCOUNTING	USER SETUP	PREDEFINED REPORTS	DICOM DEVICES	HELP
<b>Current Employments for Dr. Demo Donna</b>					
* denotes an inactive employment relationship.					
<b>Organization</b>					
AIS Demonstration Center of Antech Imaging Services					
<a href="#">Preferred/Non-Preferred Specialists</a>					

5. 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.
  - To set your preferences, click the drop-down box to the left of the specialist’s name.
  - Click “**Submit.**” You will receive a notice at the top of the page confirming your changes.

**Radiology**

PR  Almondia, Donna

Anson, Agustina

Beard, Debra

Beck, Kerri

Bouma, Jennifer

Caverne, Romain

Cline, Kelsey

**Computed Tomography**

NP  Almondia, Donna

Anson, Agustina

Beard, Debra

Bouma, Jennifer

Caverne, Romain

Cline, Kelsey

Crevier, Francois

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

Sets **ALL** users to the selected specialists

- 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.
6. 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.



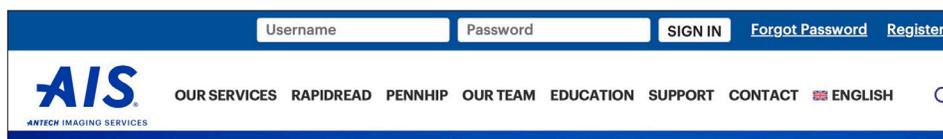
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### LOGGING IN AS AN INDIVIDUAL ACCOUNT

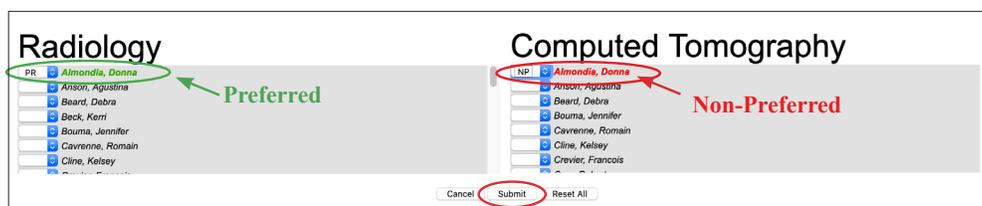
1. Log in to your account on <https://info.antechimaging.com> by entering your Username and Password and click “Sign In.”



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.
  - a. 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.
  - b. To set your preferences, click the drop-down box to the left of the specialist’s name.
  - c. Click “Submit.” You will receive a notice at the top of the page confirming your changes.



- 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.