How to set preferred and

non-preferred specialists



https://info.antechimagingservices.com

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 <u>https://info.antechimagingservices.com</u> 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."

PACS ACCOUNTING USER SETUP PREDEFINED	REPORTS DICOM DEVICES HELP		
Enter Parameters To Search			
Туре	General Practitioner Veterinary Specialist Veterinary Technician rDVM		
First Name		Last Name	
User Name		PennHIP Member/Distractor Number	PennHIP Cert Status
		Email Address	
Phone No.	Please enter the phone number in format xxxxxxxxxx (without dushes, spaces or parenthesis)	Fax No.	Please enter the fax number in format xxxxxxxxxxx (without dashes, spaces or parenthesis)
Specialty (for Vet Specialists)	AAHA Certification Bone Nuckar Medicine CT Mytogram Cardwogy		
	Search On A	Address	
Street Address (line 1)	Street Address (line2)	City	StateProvince(If in U.S. or Canada
County	Zip Code		
	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."

User Search Re Displaying 1 - 2	sults 0 of 29					Show 20 ᅌ	results per page
* denotes an inac	tive user and/or employment.						
	Name	Organization/Funct	ion	Email A	ddress	Actic	n
Dr. Demo Donna	Donna AIS Demonstration Center - General Practitione		ter - General Practitioner			Employment	t Setup
Dr. John Doe *		AIS Demonstration Center - General Practitioner*		info@antechimagingservices.com		Employment Setup	
PACS	ACCOUNTING	USER SETUP	PREDEFINED	REPORTS	DICOM DEVICES	HELP	
Current Employments for Dr. Demo Donna							
* denotes an inactive employment relationship.							
	Organization						
AIS Demonstration Center of Antech Imaging Services Preferred/Non-Preferred Specialists							

- 5. 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.

Radiology	Computed Tomography
PR 8 Almondia, Dona 2 ATRANO, Aquitina 8 Beard, Daira 8 Beard, Daira 8 Beard, Daira 8 Beard, Daira 8 Beard, Daira 8 Beard, Romain 9 Cavrenne, Romain 9 Cavrenne, Kolesy	Attornovida, Danna Attornovida, Danna Attorn
	Cancel Submit Reset All
Sets ONLY the desired user prefer (User name is at the top of the pa	rences 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.*



How to set preferred and non-preferred specialists

LOGGING IN AS AN INDIVIDUAL ACCOUNT

1. Log in to your account on <u>https://info.antechimagingservices.com</u> 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.

Radiology	Computed Tomography	
PR 8 Almonda, Dona 8 Almonda, Dona 9 Beard, Doba 9 Beck, Kori 9 Bouma, Jennifer 5 Cavrenne, Romain 5 Clone, Koley	Almonida, Donna Ansoni, Agounda Beard, Johna Beard, Johna Gervenae, Romain Criver, Kaleay Griver, Kaleay Griver, Francois	
	Cancel Submit Reset All	

- 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.