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## HOW TO SUBMIT PENNHIP CONSULTS WITH MANUAL UPLOAD (Used when unable to Dicom send 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.antechimaging.com](http://www.antechimaging.com) by entering your Username and Password in the upper right-hand corner fields and clicking Go.

Username  Password    
[forgot password](#)

- 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.

**Patient Details**

Patient Name <input type="text" value="Test"/>	Owner Last Name <input type="text" value="Test"/>	Owner First Name <input type="text" value="Test"/>
Species <input type="text" value="Canine"/>	Breed <input type="text" value="Airedale Terrier"/>	Other Breed (if not in breed list) <input type="text"/>
Clinic/Case Number ( case number only is allowed for existing patients ) <input type="text" value="12345TEST"/>		
Send Consult as Dr. Joe Demonstration of Antech Imaging Services Demonstration Center		
<input type="button" value="Submit Query"/>		

- 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.

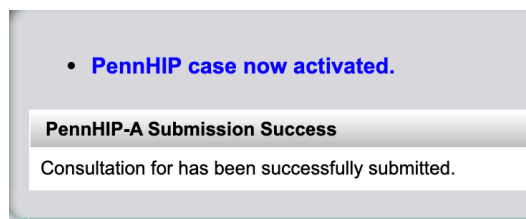
- 9) Find the patient for which you wish to send for a consult and click the  icon or choose Submit a Consult from the Select Action bar. ***Look to the far right to confirm all images are present for the study before beginning your submission.***
- 10) Ensure the patient information is correct and complete, edit where needed. IMPORTANT – please be sure species, breed (MUST be from dropdown options), 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) Select your desired specialty “PennHIP” and then click  .

13) Complete the required fields of the PennHIP form (as noted by the red asterisk). If there is additional information to convey, this can be typed into the “Comments” box, directly under the Restraint Drugs box.

The screenshot shows a web form for PennHIP. It includes sections for Member Information, Radiograph Date (06/30/2020), Patient Weight, Patient ID (test\_temp\_created\_p), Clinical Signs (Yes/No/Not Evaluated), Severity (Mild/Moderate/Severe), Restraint Drugs, and Comments. The Owner Information section includes Last Name (testOwnerLastName), First Name (testOwnerFirstName), Mailing P.O. Box/Street Address, City, State (Alabama), Postal Code, Country (United States), and Phone. The Patient Information section includes Registered Name, Patient Name (testPatientName), Breed (Affenpinscher), Gender (Male), Date Of Birth (01/02/2020), Tattoo Number, Microchip Number, Registration Number, Sire Registration Number, Dam Registration Number, and Registry/Kennel Club. There are also three questions with radio button options: 'IMPORTANT: Has this dog had hip surgery?', 'Has THIS dog had a PennHIP radiograph before?', and 'Has This Dog Suffered Hip Trauma?'. At the bottom, there are buttons for 'Submit with selected radiographs', 'To Awaiting Media', 'Save Changes', 'Finalize Report', and 'Cancel This Consultation'.

14) Click Submit with selected radiographs (the top option).

15) A Submission Success page will appear. ***IF YOU DO NOT SEE THIS PAGE, THERE IS LIKELY AN ISSUE WITH YOUR SUBMISSION.***



You are now done and can close the page.

***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](mailto:support@antechimagingservices.com)**

**if you have any questions or need further assistance.**