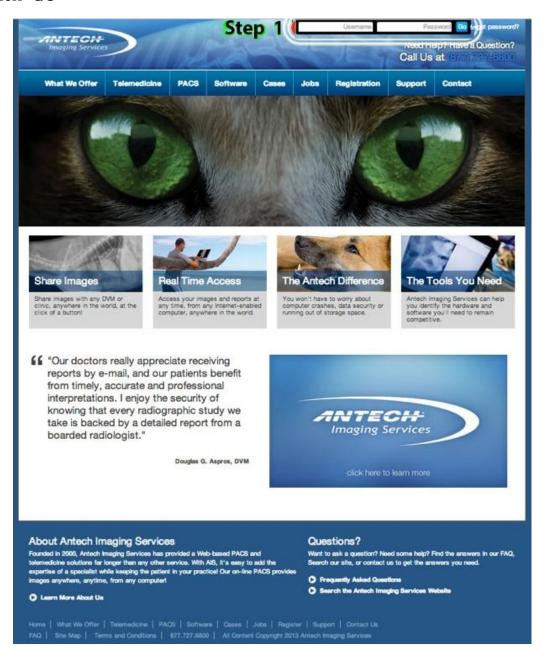


## Setting Preferred and Non---Preferred AIS Specialists

- Logging into your **personal account** will allow you to set **your** personal specialists preferences.
- Logging into your clinics 'Admin' account will allow you to set an individual's preferences, or set all your doctors at one time to the desired specialists, doing this will overwrite ALL individual settings

settings. Loginto <a href="http://www.antechimagingservices.com">http://www.antechimagingservices.com</a>

Enter your username and password in the upper right hand corner and click "**GO**"

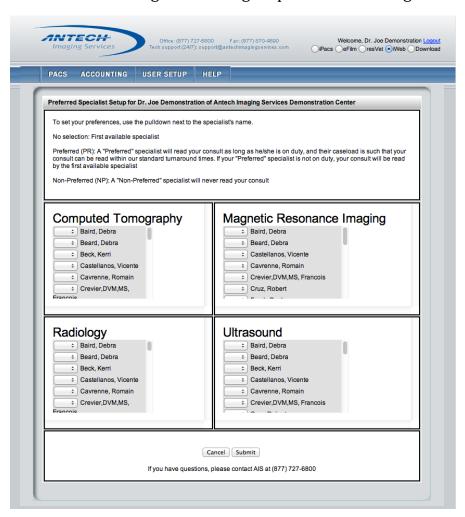




For the *GENERAL PRACTIONER*, you will see a menu bar across the top, under "User Setup" select "Prefs/Non---Prefs"



This will take you to a page where you can set your preferred and non---preferred specialists. 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.

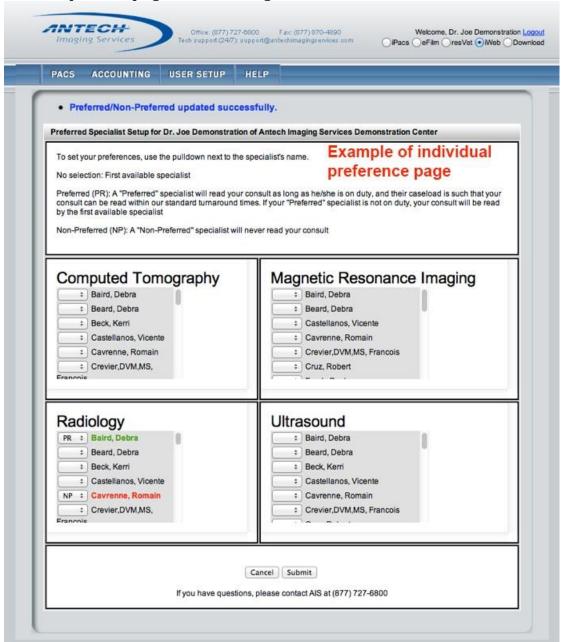




To set your preferences, use the pulldown next to the specialist's name.

- No selection: First available specialist
- **Preferred (PR):** A "Preferred" specialist will read your consult as long as he/she is 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
- **Non---Preferred (NP):** A "Non---Preferred" specialist will never read your consult

Once set, click the "Submit" button on the bottom, you will get a notice at the top of the page if the settings were saved.





For the *ADMIN ACCOUNT*, go to "User Setup", either search for a specific doctor to set, or to set them all, just click search. On the right hand side of the screen select one of the doctors "Employment Setup", then select the link "Preferred/Non---Preferred Specialists"

	t as long as he/she is on duty, and their caseload is such that your consult can be read within is not on duty, your consult will be read by the first available specialist
Computed Tomography  PR + Baird, Debra  + Beard, Debra  + Beck, Kerri  - Castellanos, Vicente  - Cavrenne, Romain  - Crevier, Francois	Magnetic Resonance Imaging  Baird, Debra Beard, Debra Castellanos, Vicente Cavrenne, Romain Crevier, Francois Cruz, Robert
Radiology  PR + Baird, Debra  + Beard, Debra  + Beck, Kerri  - Castellanos, Vicente  + Cavrenne, Romain  - Crevier, Francois	Ultrasound  NP ÷ Baird, Debra

Click the "Submit" button on the bottom, you will get a notice at the top of the page if the settings were saved. Continue to also click "Reset All" to set all doctors in the clinic to the defined specialists. "Reset All" will overwrite all personal preferences.

If you have any questions please call AIS support at (877) 727---6800, or email supportat <a href="mailto:support@antechimagingservices.com">support@antechimagingservices.com</a>.

We will be happy to assist you in any way possible.