



Telemedicine Customer Support 24/7/365

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HOW TO EMAIL STUDIES

(Use when sending to clients or other hospitals that do not have an AIS account)

Important notes:

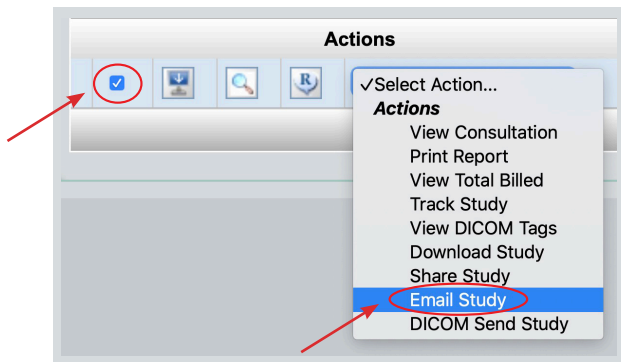
- You must have at least one General Practitioner account in your hospital account in order to email a study.
- You must have popups unblocked to use this function.

Contact Technical Support at support@antechimagingservices.com or (877) 727-6800 to update your practitioner list or for assistance unblocking popups.

- 1) Log in to www.antechimagingservices.com by entering your Username and Password in the upper right hand corner fields and clicking “Go”.

- 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 may also search by Patient Name, Owner Name, or any other boxes in the search area. 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.



4) This will bring you to the popup “Email Study” window.

- Type in the email address to which you are sending. Separate multiple email addresses with commas.
- Use your hospital address as the CC email so you have a record of sending the images.
- Choose the General Practitioner who will be listed as the sender.
- You may add comments in the “Additional Comments” section.
- Click “Send.”

5) An Email Confirmation will appear.

6) The recipient will receive an email with the subject “View Study Request” sent from info@antechimagingservices.com. The email contains 3 links which are active for 30 days. One link allows the recipient to view the images in a browser window, and the other two allows them to download the images in a variety of formats. If your recipient has any difficulty accessing the images, please direct them to us for assistance.