HOW TO SUBMIT A CONSULT FOR RAPIDREAD RADIOLOGY
(Use when sending DICOM files that are already stored in AIS PACS)

1) Log in to www.antechimagingservices.com by entering your Username and Password and click "**Sign In**".

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 send a consult request. Click the [icon] icon or choose "**Submit a Consult**" from the Select Action drop-down list.

4) Ensure the patient information on the next page is correct and edit if needed. Required fields are the following:

- *Referring General Practitioner* (click on drop-down box to select the veterinarian that is submitting the case.)
- *Patient Name*
- *Owner First & Last Name*
- *Species, Breed & Sex*
- *Patient ID* (this is the patient ID your hospital uses and will ensure previous/future studies are linked to that patient in our system.)

5) After selecting "**RapidRead Radiographs**," a pop-up will appear. You must click "**I Understand**" and then click "**Submit**" to advance to the next page.

6) IMPORTANT: AFTER 20 MINUTES OF INACTIVITY, THE SYSTEM WILL DISPLAY A 60 SECOND WARNING FOR YOU TO CLICK "SUBMIT" BEFORE LOGGING YOU OUT. When you log back in, the Consultation Information Screen will display where you left off. Be ready to submit when you fill out the request.

7) The final page of your consult submission is the Clinical Observations screen. THIS IS AN EXTREMELY IMPORTANT STEP; be as complete as possible.

Please check all that apply to your patient. RapidRead uses the signalment and the Clinical Observations to create a meaningful assessment. If you have additional information, please describe in the "Additional Pertinent Details" text box.

At the bottom of the screen, click "**Submit**."

8) A Consultation Confirmation will appear. You are now done and may click on "**Back to PACS**" at the bottom to go back to your PACS Workbench.

NOTE: Check report status anytime by logging on to the AIS website.

Means the images are stored, but have NOT been sent for a consult, or the case is in a Returned state.

Means the consult has been submitted, but no (or not all) images have been received.

Means the case has been submitted, and is "In Progress" of being read.

Means there is a final Report, clicking this icon will display your report in a separate window.

For assistance please contact us:
1-877-727-6800
support@antechimagingservices.com