



AMBULATORY EEG RECORDINGS (AER)

Ambulatory EEG Recordings is always looking for ways to improve service to you our customers. We are pleased to provide our customers a link to read the studies on-line as well as access the clinical documents via AER's Citrix Server. This improves the turn-around-time to you by 24-48 hours after a study is performed. CD's are still available upon request and studies ordered will be maintained in AER's CD library.

SETTING UP A COMPUTER TO ACCESS AER's CITRIX SERVER

1. Open a web browser
2. Type or copy into the browser bar: <https://webica.iscorp.com/Clients/clients.html>
3. Download: Windows Client for 2000/2003/XP/Vista
-choose the first option: **Microsoft Windows ICA Client v11.2 or later i.e. v11.3 or 11.4 and so on (WEB CLIENT)** and follow the directions. **Note: versions are continuously updated hence the version change.
4. Type or copy into the browser bar: <https://webica.iscorp.com/ISCMSB/auth/login.aspx> and follow the directions.
5. In order to easily navigate back to the Citrix server, **Bookmark** or Make this Screen a **Favorite**.
6. Now type in the your Username and Password which will be provided to you by your AER representative:
Username: (always your first and last names in all lower case letters with no spaces. Example: johndoe)
Password: (at least 8 characters long, alpha numeric with the first letter being capitalized. Ex: Password1)
7. Each time there is a new study ready for you to read on the Citrix Server AER will alert you via e-mail.

ACCESSING THE STUDIES ONCE ON AER'S CITRIX SERVER

1. Once on the Citrix Server in the applications window, click on the **EEG Folder**.
 2. You will find 2 options.
 - **XL Tek NeuroWorks EEG** to Access and Read EEG Data
 - **Citrix Explorer** to access, read, download and print the Clinical and Billing Information.
(Although XL Tek NeuroWorks EEG and the EEG Data may be accessed through the Citrix Explorer, it is recommended by our IT consultants that you review the EEG Data via XL Tek NeuroWorks EEG.)
- ❖ **To pull up a particular patient's study:**
- Choose **XL Tek NeuroWorks EEG**
 - Neuroworks will open
 - Choose **File**
 - Choose **Review**
 - Choose **Browse**
 - Choose **Study Data**
 - Choose the **Patient Auto Sample Clip** or the **Patient Study Clip for Review**.
- ❖ **To pull up a patient's Clinical Documents:**
- Choose **Citrix Explorer**
 - Choose **My Computer** (If you the Client File Security Window should open, choose "**OK**" (Read only and Never Ask Again)
 - Choose the pathway with your name – Ex. **JohnDoe on 'sleep01\study'**
 - Choose **Patient Folder** you would like to review
 - You will now see 3 folders (Billing, Clinical and Study Data) you can now choose what you would like to review.

*To print these documents simply download or copy them to your computer. AER's Citrix Server may not contain the proper drivers for your printer.

24/7 On Call Personnel – 262-241-1701 or 866-687-4700 As always we have someone on call to answer any questions.

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