# How do I upload and submit DICOM images manually

If the DVMInsight server details have not been added to your digital imaging system to automatically upload images. You can manually upload your images to the DVMInsight server using any PC with internet connection.

To manually upload images, ensure the images are saved in DICOM format to your computer in a single folder. If you have been provided with a CD containing the images from your imagining company please save these images to your computer in a single folder in an easy to reach location, such as the desktop.
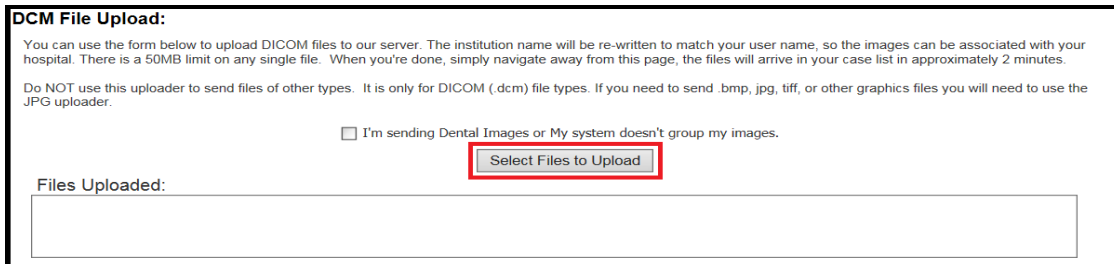
1. Log into your DVMInsight account www.dvminsight.com
2. Navigate to the **Submit Request** page
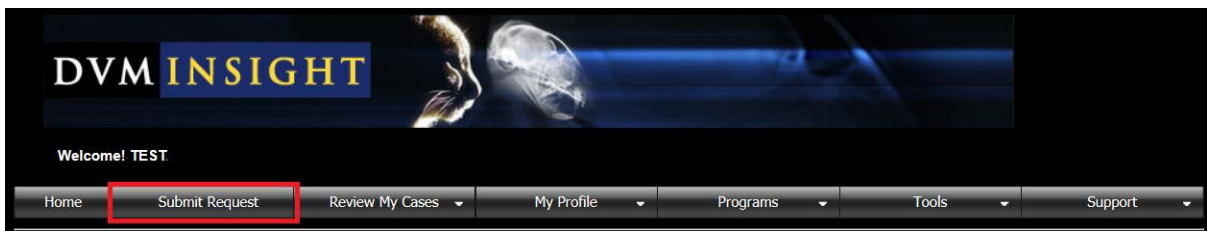
3. Scroll to the bottom of the page, click the **Upload DICOM Images** button or link.
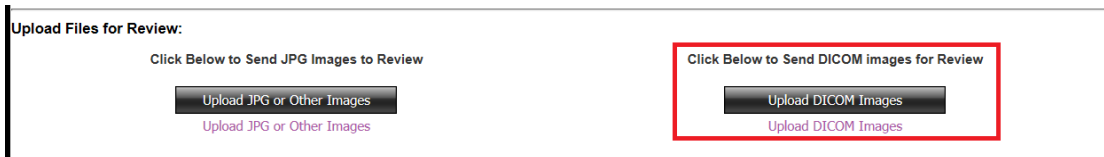
4. Click the **Select Files to Upload** button.

5. In the pop up window, choose the files to upload and click **Open**

IMPORATNT: Be sure to select ALL files at once in order to prevent errors in the upload process. Select files by holding either the Shift or Ctrl key. If you are unable to select more than one file, (Please refer to Troubleshoot Help Page – Why Can't I Select More Than One Image When Uploading Images).
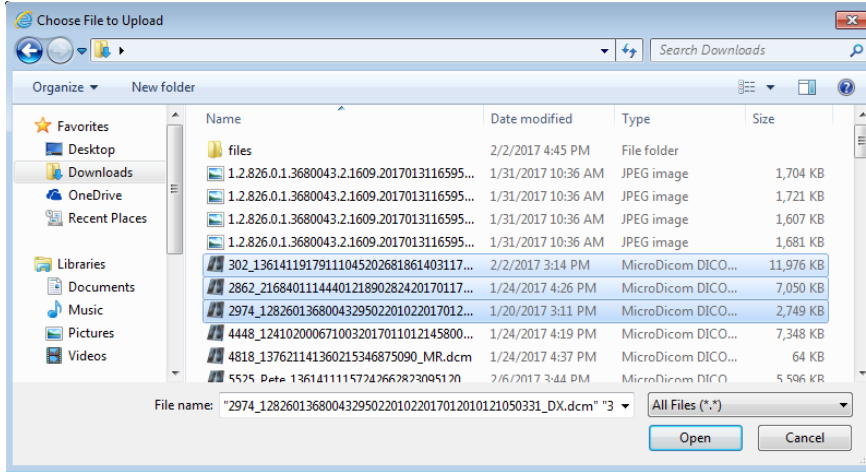
6. You will see a progress bar for each image that you are uploading and it will upload them one at a time. The amount of time it takes to upload depends on your internet upload speed.

7. Once you see that all files have uploaded in the **Files Uploaded** box, navigate back to the **Submit Request** page.

8. Once the images have registered to the server, click on **Submit Request** where you will find your uploaded case under **Cases Needing User Attention**.

To Request a Report:

9.   Click **Request Report** for the case you are submitting under **Cases Needing User Attention**.

If your case is not located under Cases Needing User Attention you will need to **Search Unknown Cases** (search using patient ID only or the first 3 letters of the patient's last name).

**This manual upload process will overwrite the Institution Name on the images to match your hospital name; therefore, they should not go into Unknown Cases or anyone else's account.

**If you do not see your case once images successfully upload, please double check to make sure the images are in DICOM (.dcm) format. Uploading other image formats using the DICOM upload button will NOT create a case even though the upload appears to have been successful.

10.   Complete the Request Form

On the **History** tab (all fields are required):

Step 1: Doctor information: Select the Consultant from your Teleradiology Company or First Available and your Submitting Doctor.

Step 2: Patient Information: Indicate the Number of Images you are submitting for review; click the magnifying glass to preview the first 10 images attached to the case. Confirm or complete all patient information; you only need to provide the age OR date of birth.

Step 3: Enter the history for the case. Please type in the relevant history and/or any specific area you would like the specialists to comment on. Please do not cut and paste large amounts of history from the patients file into this section. If you wish to upload a PDF copy of the patient's history/file go to step 9 and follow the attachment instructions.

Step 4: Reference Cases: Any cases created on DVMInsight that match the patient ID will automatically display here OR you can search using another patient ID. Select the case to link the images to this report request.

Step 5: Review Type: Select the review type for your case. If STAT is an option for you, you will be able to check the box next to STAT Read to request this service.

On the **Advanced Features** tab (all fields are optional):

Step 6: Referral Information: If you know in advance that another clinic would like a copy of the report once completed, complete the referral clinic information.

Step 7: Client Notes: Enter any information here that you would like to provide to the reader but you do not want to show on the report.

Step 8: Multiple Reader Request: User this to request an additional report from another reader, please check with your Radiologist or Teleradiology Company regarding additional fees incurred with this service.

Step 9: Attachments: Use the Open Upload Window to attach other documents, such as lab work results, to the case. There is a 150MB limit per file and total upload limit of 4GB. This feature should not be used to attach images.

11. Click **Submit Case for Review**, then **OK** to confirm. Make sure you receive a "Thank you for submitting your case" notification, if any fields on the History form are incomplete you will need to complete them and resubmit for review.