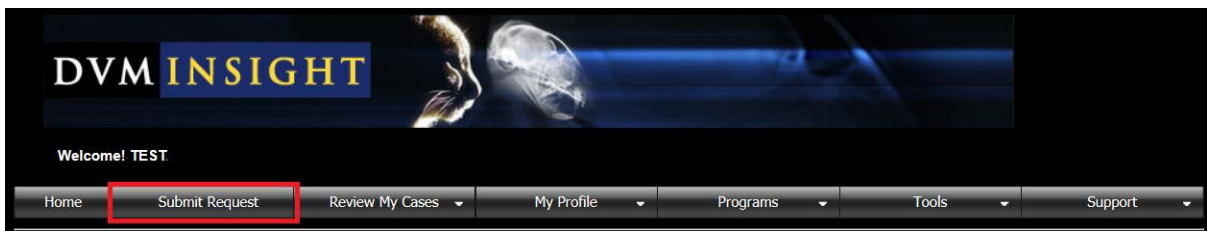


How do I upload and submit DICOM images manually

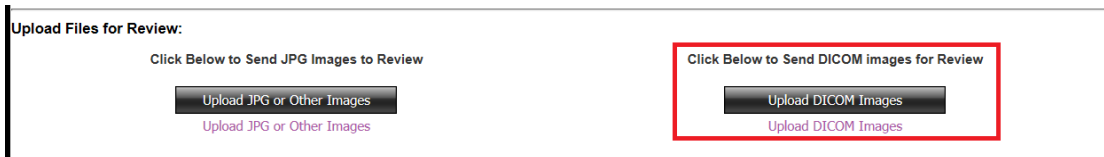
If the DVMInsight server details have not been added to your digital imaging system to automatically upload images. You can manually upload your images to the DVMInsight server using any PC with internet connection.

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 imaging company please save these images to your computer in a single folder in an easy to reach location, such as the desktop.

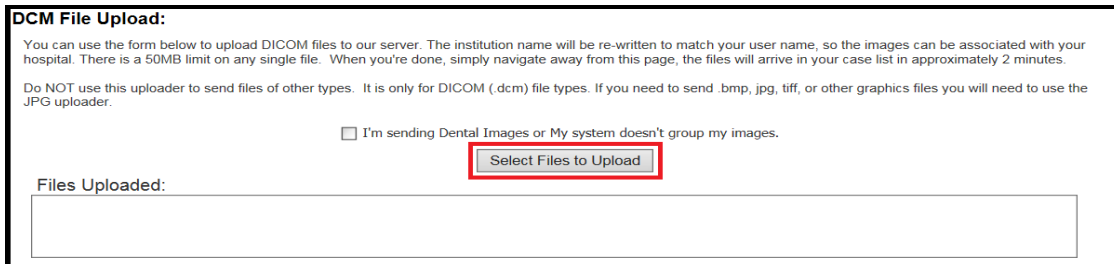
1. Log into your DVMInsight account www.dvminsight.com
2. Navigate to the **Submit Request** page



3. Scroll to the bottom of the page, click the **Upload DICOM Images** button or link.

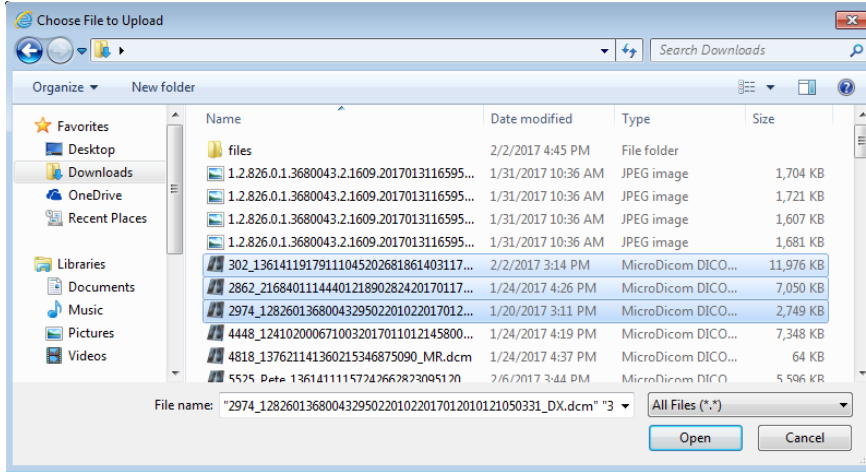


4. Click the **Select Files to Upload** button.



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.

DCM File Upload:

You can use the form below to upload DICOM files to our server. The institution name will be re-written to match your user name, so the images can be associated with your hospital. There is a 50MB limit on any single file. When you're done, simply navigate away from this page, the files will arrive in your case list in approximately 2 minutes.

Do NOT use this uploader to send files of other types. It is only for DICOM (.dcm) file types. If you need to send .bmp, .jpg, .tiff, or other graphics files you will need to use the JPG uploader.

I'm sending Dental Images or My system doesn't group my images.

	302_136141191791110452026818614031178973_DX.dcm	
	2862_216840111444012189028242017011714161328972542475_DX.dcm	
	2974_1282601368004329502201022017012010121050331_DX.dcm	

Uploading 302_136141191791110452026818614031178973_DX.dcm. 384 KB of 11.7 MB at 523KB/s; 23 seconds remaining

Files Uploaded:

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

DCM File Upload:

You can use the form below to upload DICOM files to our server. The institution name will be re-written to match your user name, so the images can be associated with your hospital. There is a 50MB limit on any single file. When you're done, simply navigate away from this page, the files will arrive in your case list in approximately 2 minutes.

Do NOT use this uploader to send files of other types. It is only for DICOM (.dcm) file types. If you need to send .bmp, .jpg, .tiff, or other graphics files you will need to use the JPG uploader.

I'm sending Dental Images or My system doesn't group my images.

Files Uploaded:

2974_1282601368004329502201022017012010121050331_DX.dcm, 2814580 bytes. Institution Name: TEST HOSPITAL AS

2862_216840111444012189028242017011714161328972542475_DX.dcm, 7218534 bytes. Institution Name: TEST HOSPITAL AS

302_136141191791110452026818614031178973_DX.dcm, 12262908 bytes. Institution Name: TEST HOSPITAL AS

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.**

Cases Needing User Attention:											
The grids below will show you which cases you have sent that need your attention, which cases have reports pending, and finally the last few cases that were marked for storage.											
Are you seeing Multiple Cases for the same patient? Are they on different days but you need them all as one? Click here to learn how to link cases together.											
Command	ID	Received	Exam Date	Patient ID	Patient Name	Owner Name	Modes	No Images			
<input type="button" value="Request Report"/>	<input type="button" value="Store Case"/>	<input type="button" value="Share With"/>	<input type="button" value="Grant Guest"/>	2078491	4/26/2017	04/26/2017	394875	TEST TEST	TEST^TEST	OT	2

10. Complete the Request Form
On the **History** tab (all fields are required):

History
Advanced Features

Step 1: Doctor Information
Select the Consultant you wish to have review your case from the drop down below. Then select the doctor that is submitting the case.

Select the Consultant you wish to have review your case:

Select the Doctor submitting the case: [Not seeing the right doctor? Click here to add a new Doctor](#)

Step 2: Patient Information (All fields are required)

Exam ID:

Number of Images: You must enter the image count, even for CT/MR cases. Check this box if image count is impossible to obtain. Count will be listed as UNKNOWN on your submission.

Patient ID:

Patient Name:

Responsible Person:

Species:

Breed:

Sex:

Weight:

Birth Date: Age:

Step 3: In the space below, please enter the history for this case.

Step 4: References cases: If there are previous or additional images for this case, please check the box next to the case to include the images for review.

Reference Patient ID:

Select	Images	Exam ID	Patient ID	Patient Name	Owner Name	Exam Date
No data to display						

Step 5: Review Type
Below is a list of available review types. Please choose the type of review you would like to have. **STAT Read** STAT read cases are done on a high priority basis. There is always an extra charge associated with this type of read. STAT cases are always First Available.

This is a TEST case (Case will not be billable and will have the text "TEST CASE" added to all fields)

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):

The screenshot shows the 'Advanced Features' tab with the following sections:

- Step 6 OPTIONAL: Guest Access / Share Case**: Includes checkboxes for 'Standard Guest' and 'Universal Guest', and a link 'Send Guest Access Instructions via Email'. Below are dropdown menus for 'State / Region' and 'Hospital Name'.
- Step 7 OPTIONAL: Referral Information**: Includes text input fields for 'Referral Clinic Name', 'Referral Clinic Email', and 'Referral Clinic Fax'.
- Step 8: OPTIONAL: Client Notes**: Includes a text area with the note: 'These notes only appear in worklist, they do not go with the report.'
- Step 9: OPTIONAL Multiple Reader Request**: Includes a dropdown for 'Select Secondary Reader' and another dropdown for 'Select Read Type If Different'. A note states: 'Use this option to request another Report from a second reader. Be aware that all the same information will go to both readers, and depending on your reading company rules you will likely be charged for both reads.'
- Step 10: OPTIONAL: Attachments**: Includes a button labeled 'Open Upload Window'.

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.