

Submitting a case for review to your Radiologist or Teleradiology Company is a 2-step process on www.dvminsight.com:

- 1. Transfer or upload the images to the DVMInsight server
- 2. Request a Report

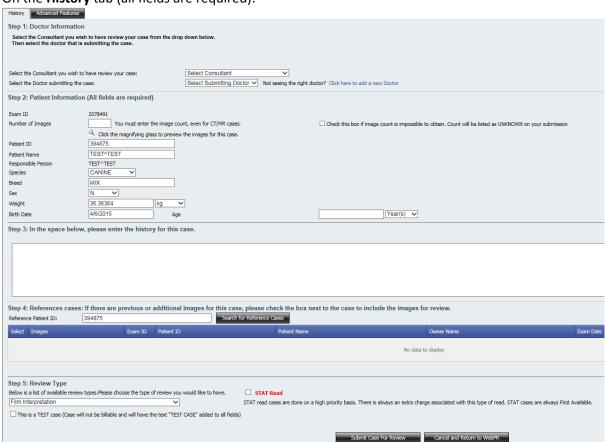
To Request a Report:

1. Next to your case under Cases Needing User Attention, click **Request Report**. If your case is not available here, Search Unknown Cases by patient ID and claim the case.



2. 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):

History Advanced Features		•	,
Step 6 OPTIONAL: Guest Access / Share Case			
You can add guest status to this case b	by simply clicking the check-boxes.	Universal Guest	Send Guest Access Instructions via Email
Please select the Hospital you wish to share this case with:			
State / Region:		~	
Hospital Name:			V
Step 7 OPTIONAL: Referral Information			
Referral Clinic Name			
Referral Clinic Email			
Referral Clinic Fax			
Step 8: OPTIONAL: Client Notes			
These notes only appear in worklist, they do not go with the report.	,		
do not go war the report.			
Step 9: OPTIONAL Multiple Reader Request			
			re 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.
Select Secondary Reader:	Select Secondary Reader	~	
Select Read Type	Select Read Type If Different		<u> </u>
Step 10: OPTIONAL: Attachments		_	
	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.
- 3. 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.

For technical support assistance and more information about website features, visit www.dvminsight.net