



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

[Search Unknown Cases](#)

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
Request Report Store Case Share With Grant Guest	2078491	4/26/2017	04/26/2017	394875	TEST TEST	TEST^TEST	OT	2

2. 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: 2078491

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.
 Click the magnifying glass to preview the images for this case.

Patient ID:

Patient Name:

Responsible Person:

Species:

Breed:

Sex:

Weight:

Birth Date: Age: Year(s)

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: [Search for Reference Cases](#)

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 in a web application. It contains several optional steps for case management:

- 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 this, there are dropdown menus for 'State / Region' and 'Hospital Name'.
- Step 7: OPTIONAL: Referral Information**: Includes input fields for 'Referral Clinic Name', 'Referral Clinic Email', and 'Referral Clinic Fax'.
- Step 8: OPTIONAL: Client Notes**: Includes a text area for notes with a note that 'These notes only appear in worklist, they do not go with the report.'
- Step 9: OPTIONAL Multiple Reader Request**: Includes a text area and two dropdown menus: 'Select Secondary Reader' and 'Select Read Type'.
- 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.

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