

How do I link or Reference another case?

Linking cases streamlines your submission process and our radiologists reporting. It allows our radiologists to review all your images at once, prevents images being missed, omits the need to fill out multiple patient histories for the one patient and you will avoid the **Multiple Case Submission Fee**.

Linking cases can be used for collating previous and new images for a patient. If you have multiple cases that were created when you uploaded your images, or if you have had to upload different regions from a CT/MRI separately to the server. You can link all sets of radiographs/scans when you request your report. In order for cases to be automatically linked together, the Patient ID's must be the same. If the Patient ID's are not the same follow the instructions below to link your images.

To link images using Reference Cases:

1. Send/upload all images. This needs to be done before the history form is filled out.
2. On the **Submit Request** page, under **Cases Needing User Attention**, click **Request Report** on ONE of the exams. It does not matter which one, however take note of the patient ID of the case that you need to link.

Command ID Received Exam Date Patient ID Patient Name Owner Name Modes No Images

Request Report	Store Case	Share With	Grant Guest	2012219	2/15/2017	02/15/2017	123456	test test	test^test	OT	2
Request Report	Store Case	Share With	Grant Guest	2005794	2/7/2017	02/07/2017	78059	test test	test^test	OT	1

3. Fill out the history form in step 3.
4. In **Step 4: Reference cases**, any other exams that match the patient ID will automatically be displayed. If the case you would like to link is under a different patient ID, you have the option to Search another Patient ID.

Reference Patient ID: Search for Reference Cases

Page 1 of 1 (5 items) < Prev 1 Next > Page size: 10

Select	Images	Exam ID	Patient ID	Patient Name	Owner Name	Exam Date	Received	Images
<input type="checkbox"/>		659704	123456		OWNER ON FILE	11/09/2011 12:13:34 PM	11/09/2011 12:16:15 PM	1
<input type="checkbox"/>		925023	123456	TestCase	OWNER ON FILE	03/01/2013 9:26:09 AM	03/01/2013 9:27:44 AM	1
<input type="checkbox"/>		1258446	123456			07/26/2014 11:21:15 AM	07/26/2014 11:25:41 AM	2
<input type="checkbox"/>		1741290	123456	Dog^Cat	Test^Test	07/31/2016 9:34:19 AM	08/02/2016 9:36:13 AM	2
<input type="checkbox"/>		1783773	123456			09/14/2016 4:14:08 PM	09/23/2016 4:17:09 AM	1

Page 1 of 1 (5 items) < Prev 1 Next > Page size: 10

5. Check the **Select** box next to each exam you would like to link with the submission.
6. Ensure you put the total number of images in the Number of Images field.
7. Continue filling out the form and **Submit Case For Review**.