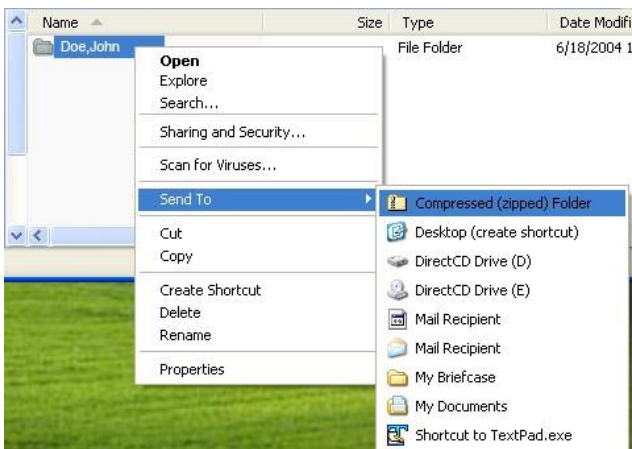


UPLOADING CASES FOR RADIOLOGY CONSULTS VIA

To send us cases for radiographic consultation you will need to first combine all you image and clinical material into a single folder. Then you can securely send this folder to us over the internet. Here are the details on how to do this:

Step 1: Prepare your case for uploading

- *Cone beam CT examinations:* Please export the image volume in DICOM format into a folder labeled with Patient's Name-DICOM. Most CBCT units will allow you to export the examination in DICOM format. If you need help, please contact the UCLA Oral Radiology Clinic staff at (310)825-1780. Alternatively, you can contact the representative for your CBCT unit.
- *Panoramic, cephalometric, and intraoral images:* Please send all such images as Jpeg's files in a single folder labeled with the patient's name. If there are also DICOM images, then add that DICOM folder to this folder.
- You may also include any clinical photographs or other relevant clinic information as a word or pdf file. Many electronic patient management systems will allow you to export selected pages from your patient's electronic record in pdf format.
- Once you have assembled all of the files into the "Patient Name" folder, compress the folder. To do this first right click on the folder. Go to: "**Send to**" and then "**Compresses (zipped) folder**". You will only need to compress the folder if you are sending non-DICOM files such as but not limited to a Galileos or Morita viewers. If you are sending DICOM files you do not need to compress the folder.



- You should now have a compressed folder "PatientName.zip". This is the folder that you will send to us.



Step 2: Upload your case to UCLA Oral Radiology

- Go to the following website:
<https://ucladentistry.ambrahealth.com/link/f2f41b52-c017-4c8b-9f70-bd0ff2c30dd2>
- Once the website opens you will see the screen below. Enter your offices email address.



ImageShare

Share medical images with UCLA Dentistry

- 1 Enter your email address
- 2 Select your image CD or file
- 3 Upload and share your images

Enter your email address

Continue

- Next you will see the upload screen
 - If you are uploading non-DICOM files please click the box for DICOM wrapping.
 - Click Choose file and select your compressed file.
 - If you are uploading DICOM files **DO NOT** click the DICOM wrapping option.
 - Click Choose file and select your uncompressed file.



ImageShare

Share medical images with UCLA Dentistry

- 1 Enter your email address
- 2 Select your image CD or file
- 3 Upload and share your images

Choose your images

Select files for DICOM wrapping (Ctrl+click to select multiple)

Choose File...

- Once you have picked your files click upload/open and then you will be asked “Are you sure you want to upload all files” you can say upload or cancel.
- The next section is a fillable questioner, this is where you will provide your patient/office information and the type of reading you are looking for.

ImageShare

Share medical images with UCLA Dentistry

- 1 Enter your email address
- 2 Select your image CD or file
- 3 Upload and share your images**

Choose your images to upload and share

| Description | Images | Patient Name | DOB | Modality | Study Date |
|-------------------------------------|--------|--------------|-----|----------|------------|
| <input checked="" type="checkbox"/> | | | | | |

DICOM Patient Name

DICOM Patient Date of Birth

DICOM Gender

DICOM Referring Physician

DICOM Date of Imaging Acquired

Is the DICOM information correct?

* Practice Name

* Is this a rush request? (24 hour turnaround)

By clicking yes, I am agreeing to the additional fee of \$25 for this service.

* Clinical Indication for Radiologic Examination (Ctrl+click all that applies)
 Airway evaluation
 Endodontic evaluation/cracked teeth
 Inspection and eruption
 Implant tooth #s

* Will this exam be compared with a prior imaging examination?

Notes From Referring Provider

If all DICOM fields are not completed above, please be sure to include ALL of the following information on the upload: Patient Name, DOB, Gender, Referring Phys, & Study Date.

Message:

* I understand this study will be shared with UCLA Dentistry, I have authority to share this study.

- Your patient's information should populate from the uploaded DICOM files. If you are uploading wrapped files the information will not populate. You can adjust DICOM information if it is wrong or provide missing information by answering “No” to the question “Is the DICOM information correct?”
- Once the form is completed you will upload the selected study.
- The case will be directly uploaded to the Ambra website and the system automatically emails us to let us know that you have sent a case for radiology consultation.

Some offices find it helpful to call when they are uploading for the first time in order to help guide them through the process, if your office would like to do so please feel free. Should you have any other questions about this process please call us at (310)825-1780.

We look forward to working with you!