Uploading as a temporary sender

This section applies only to users who've been granted one-time access to upload exams.
NOTE:

- ✓ If you have encounter any difficulties with the steps below, please bring your CD to your appointment.
- ✓ The preferred internet browser to use for uploading your images is Google Chrome.

When you are invited to upload to lifeIMAGE as a temporary sender, you receive an email like the one shown below.

Click on "**Login to your account**" to get started.

Invitation to access ReferralBox

A temporary account was created for you on University Medical Center Rad ReferralBox.

To upload exams, please click the secure link below and you will be guided through a 4 step wizard to upload your exams. If you need help, the wizard contains a link in the upper right hand portion of the screen which explains each step.

Google Chrome is lifeIMAGE's preferred browser for uploading exams because it does not require Java. Firefox and Internet Explorer users will need to launch our Java applet to upload exams.
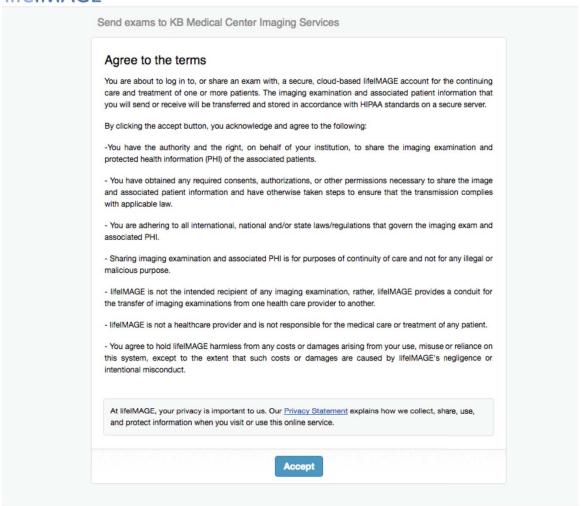
Login to your account

lifeIMAGE has been optimized for Google Chrome.

This is an automated message. Please do not reply to this email.

You will be brought to a screen displaying a license agreement that you'll need to agree to by clicking '**Accept**':

lifeIMAGE™

Send exams to KB Medical Center Imaging Services

Agree to the terms

You are about to log in to, or share an exam with, a secure, cloud-based lifeIMAGE account for the continuing care and treatment of one or more patients. The imaging examination and associated patient information that you will send or receive will be transferred and stored in accordance with HIPAA standards on a secure server.

By clicking the accept button, you acknowledge and agree to the following:

-You have the authority and the right, on behalf of your institution, to share the imaging examination and protected health information (PHI) of the associated patients.

- You have obtained any required consents, authorizations, or other permissions necessary to share the image and associated patient information and have otherwise taken steps to ensure that the transmission complies with applicable law.

- You are adhering to all international, national and/or state laws/regulations that govern the imaging exam and associated PHI.

- Sharing imaging examination and associated PHI is for purposes of continuity of care and not for any illegal or malicious purpose.

- lifeIMAGE is not the intended recipient of any imaging examination, rather, lifeIMAGE provides a conduit for the transfer of imaging examinations from one health care provider to another.

- lifeIMAGE is not a healthcare provider and is not responsible for the medical care or treatment of any patient.

- You agree to hold lifeIMAGE harmless from any costs or damages arising from your use, misuse or reliance on this system, except to the extent that such costs or damages are caused by lifeIMAGE's negligence or intentional misconduct.

At lifeIMAGE, your privacy is important to us. Our Privacy Statement explains how we collect, share, use, and protect information when you visit or use this online service.

Accept

After accepting the agreement, the lifeIMAGE uploader will attempt to launch. You may see a message like this related to Java. Scroll to the bottom to 'Run this time" and continue.
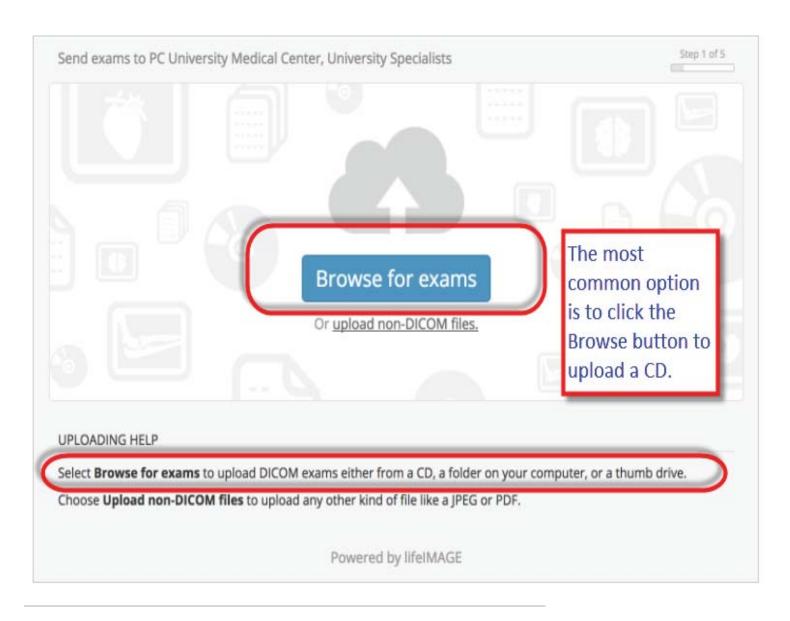
Java needed

To get started, you'll need to install Java on your browser. It's free!

Download Java

Need help? See our troubleshooting page for more info.

Scroll down to the bottom of the browser to the pop-up message and please choose "**Run this time**" option to continue:

Java(TM) was blocked because it is out of date and needs to be updated.   What's the risk?   Update   Run this time   ⬅

Note: If you wait too long, this message will disappear from the bottom of the web page, refresh your browser to have the pop-up message appear again.

Once the Java or HTML5 uploader is running, you are brought to this screen, where you are asked to choose a source from where to upload images. For Windows users, the application will automatically look for images on a CD, if one is inserted. If you have not yet inserted a CD, you can do so now.
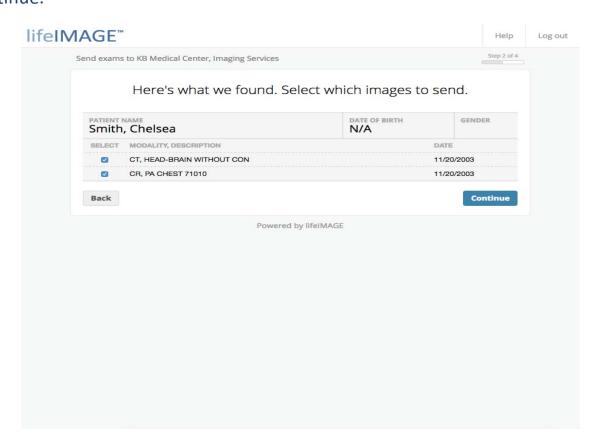
Step 1

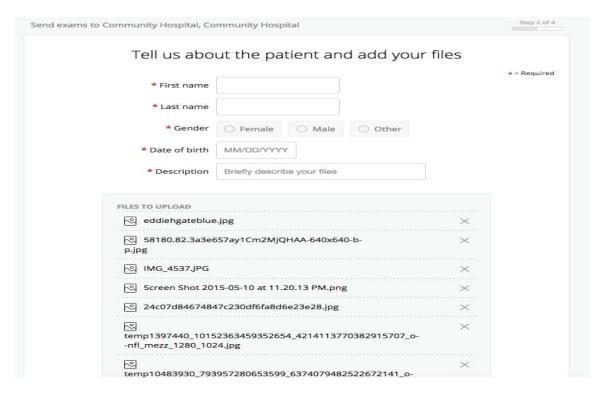Select **Browse for exams to upload exams from a CD**, a folder on your computer, or a thumb drive.
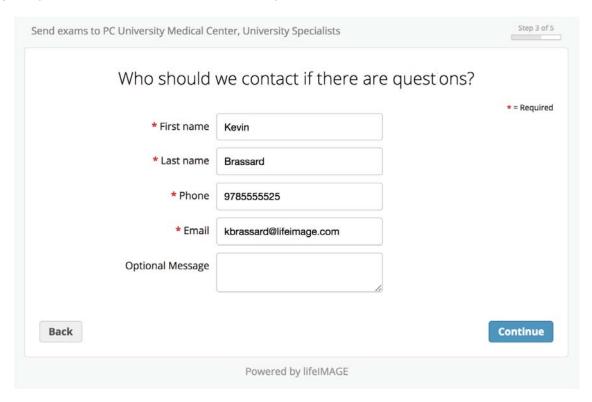
Choose Upload non-DICOM files to upload any other kind of file like a JPEG, or PDF.

In Step 2, if an exam is found, you are asked to select which of the detected exams to upload. In the case of multiple exams, you can uncheck any that are not relevant and click Continue.
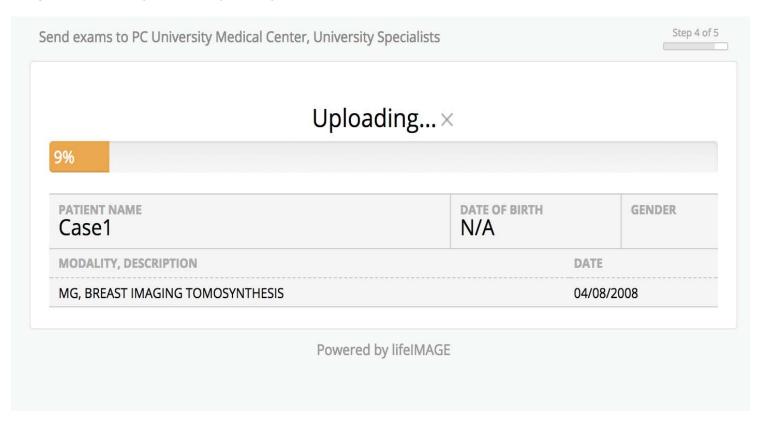

If JPEGs are detected, the screen below is shown to you.

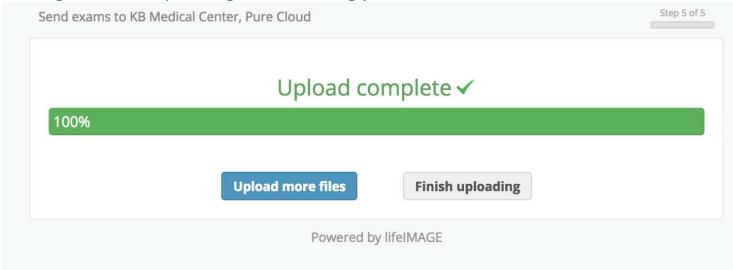**In Step 3,** you are asked to fill in the required contact fields.

Step 4 is where you will upload your exams and/or non-DICOM files:

When uploading exams using a web browser, lifeIMAGE scans the source location for reports. If any reports are detected, they'll appear on the receiver's copy of the exam's Documents tab once the exam.

Once your upload is complete, you have the option to upload more exams or log out.

- Clicking on the Upload more exams button allows you to start at step 1 and select an exam or non-DICOM files for upload.

- Clicking the Finish Uploading button will log you out of the session.

- Once you log out, your temporary credential can no longer be used. If additional images need to be uploaded, a new request must be made.