

EpicCare Upload patient images to LifeImage

Before you start: In EPIC navigate to the patients appointment or chart.

Uploading patient images to LifeImage

You are now able to upload images that patients bring in into LifeImage. These uploaded images can then be viewed in LifeImage for 90 days or they can be requested to be permanently stored in the PACS (See the "Nominating" Quick Guide).

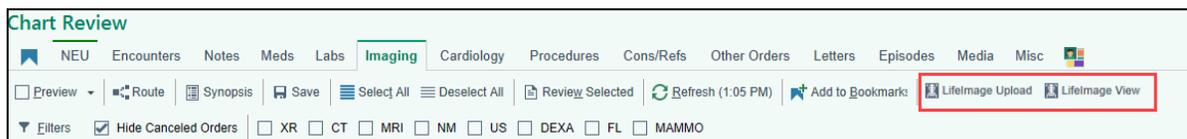
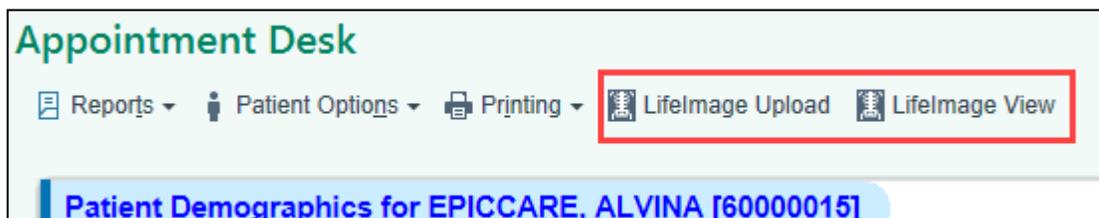
- 1 Click the LifeImage Upload button to launch LifeImage.

Accept/Click Ok on all the pop-up windows from Internet Explorer.

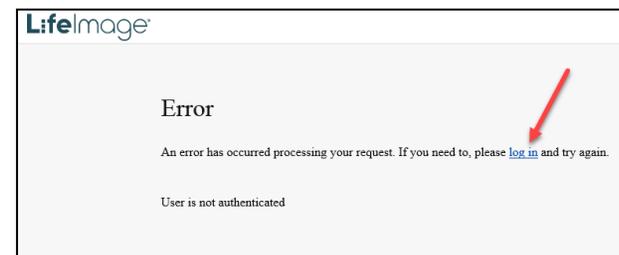
The button can be found on the Appt Desk, in Chart Review under the Image tab and on the Schedule Toolbar.

- If you just wish to view the images you have uploaded use the View button.

If you are an Upload Delegate you can only view images you have uploaded, other roles such as providers, can view any image.



Tip: If this is your first time logging in you will need to register. You will get an error screen with a blue hyperlink. Click the link and register. Once you are registered LifeImage will automatically log you in next time you click one of the buttons.



EpicCare Upload patient images to LifeImage

- 2 Selecting the destination library:
The last destination you uploaded to will be preselected.
 - A. To add or change destination click on the blue hyperlink "Select destination from list".
 - B. In the window that appears, click Groups from the menu.
 - C. Select the group to which you want to upload.

- 3 Click Next

The screenshot shows the LifeImage interface for uploading exams. At the top, a patient information bar displays: PATIENT: Testing, Willow; DATE OF BIRTH: 05/05/1960; GENDER: M; MRN: 60000033. Below this, the 'UPLOAD EXAMS' section asks 'Where would you like to upload your exams to?'. A 'Destination:' field is present with a blue hyperlink 'Select destination from list' (callout A). A 'Next' button (callout 3) is located to the right. A modal window titled 'Upload exams to' is open, showing a list of groups: Autoselect to PACS, Neurosurgery, Orthopaedics (callout C), Radiology, Second Read, and test senderbox. The 'Groups' tab is selected (callout B). Navigation buttons at the bottom of the modal include '« First', '< Prev', 'Next >', and 'Last »'.

EpicCare Upload patient images to LifeImage

- 4 Select Find Exam on CD/DVD to upload an entire exam from a CD or DVD

Note:

Make sure to insert the disc in the reader before clicking the button.

If the exam is on a thumb-drive you would use the **Browse for exam** button and select the thumb-drive in the window that opens.

LifeImage

PATIENT	PATIENT NAME	DATE OF BIRTH	GENDER	MRN
	Radiant, Test	04/11/2005	F	60000003

UPLOAD EXAMS

- Set destination
- Find exams**
- Select exams
- Upload

Find imaging exam to upload on a CD, USB drive or your computer

Find medical photos or documents on a CD, USB drive or your computer

Browse for exams **Browse for files**

Place a CD/DVD in your computer's drive and click to detect exams

4 **Find exams on CD/DVD**

- 5 Review the patient information and select the exam.

If the information is mismatched it will highlight in red.

- 6 Click Next.

LifeImage

PATIENT	PATIENT NAME	DATE OF BIRTH	GENDER	MRN
	Radiant, Test	04/11/2005	F	60000003

UPLOAD EXAMS

- Set destination
- Find exams
- Select exams**
- Upload

Confirm the patient info and specify what to upload by checking or unchecking the boxes next to each exam.

PATIENT NAME	DATE OF BIRTH	GENDER	MRN
Radiant, Test	12/05/1984	F	394641

EXAMS	MODALITY	DESCRIPTION	DATE	IMAGES	STATUS
5 <input type="checkbox"/>	CT	EXAM: CT Scan Abdomen & Pelvis W Contrast	02/01/2019	365	Details

6 **Next**

Tip: If the images have already been uploaded by another clinic you will get a warning letting you know the images are already in LifeImage and/or PACS.

EpicCare Upload patient images to LifeImage

- 7** You will get a confirmation screen once the upload is complete.

7 **LifeImage**

PATIENT	PATIENT NAME	DATE OF BIRTH	GENDER	MRN
	Radiant, Test	04/11/2005	F	60000003

UPLOAD EXAMS

- ✓ Set destination
- ✓ Find exams
- ✓ Select exams
- ✓ Upload

✓ Your exams were successfully uploaded.

You can [Upload more](#) for this patient or [View exams](#) in your Inbox.

PATIENT NAME	DATE OF BIRTH	GENDER	MRN
Radiant, Test	04/11/2005	F	736480

EXAMS	MODALITY	DESCRIPTION	DATE	IMAGES	STATUS
<input type="checkbox"/>	CT/PT	PETCT WB CONTRAST ENHANCED SUBSEQUENT TREATMENT STRATEGY	08/29/2018	5815	New

Tip: If the images have already been uploaded by another clinic you will get a warning letting you know the images are already in LifeImage and/or PACS.

Images will be available in LifeImage for 90 days if not moved to PACS. If moved to PACS they will be available in LifeImage for 7 days.