nucleus.io

HOW TO SEND EXAMS USING THE GUEST UPLOADER

Guest uploaders allow referring providers and new patients to upload exams directly to your organization's account through a customizable web page without requiring a Nucleus account.

Guest Uploader

An Organization or a Professional will provide a Guest Uploader URL that will direct to an intake form.

Intake Form

Once the guest uploader URL is clicked, an intake form will appear.

- **Step 1:** Complete the fields on the intake form under Patient Information.
- **Step 2:** Add comments and a recipient name (optional).
- **Step 3:** Select 'Next' to continue.

Patient Information	Select Folder	Select Exams		Upload
Intake Form Patient Information	Select Folder - 1	Select Exams		Upload
Intake Form Patient Information	Select Folder	Select Exams		Upload
Patient Information	-1			
TITLE FIRST NAME				Clear Patient Info
FIRST NAME 1				
Required	NIDDLE NAME	LAST NAME Rec	puined	SUFFIX
DATE OF BIRTH	HONE NUMBER	EMAIL ADDRESS		
DD-MMM-YYYY	Required			Required -
ADDRESS				
CITY		STATE		ZIP
		Select		
Sender Information				Clear Sender Info
TITLE	IAME	Required	INSTITU	UTION
PHONE NUMBER Required	MAIL ADDRESS	Required		
(###) ###-####				
COMMENTS - 2				
Add comments for the recip	ent.			
RECIPIENTS				
Recipient name or departme	nt	2		

Note: The fields will vary depending on the guest uploader configuration from the Organization or Professional.



Guest Uploader

Select Folder

• **Step 4:** Select 'Folder or CD' to locate exams for upload. After selecting the location, the uploader scans for DICOM files.



Select Exams

When scanning is complete, a list of available exams appears on the screen.

- **Step 5:** Select the exams to include in the upload.
- Step 6: Select 'Upload Exams'

	>	O					
Inta	ke Form S	elect Folder	Select Exams	Upload			
upload exams to Train Hospital							
Select f	the exams to include in the u	pload.					
	PATIENT		DESCRIPTION	UPLOADED			
	Angio , Angelica MRN: 3456890 DOB: 01-Aug-	6	ANGIO CORONARY w/ CINE Date: 11-Aug-15 Images: 7				
5		Back	Upload Exams 6				

Upload

During upload you can see the upload progress, view stats or cancel upload. The uploader will display a success message when uploading is complete.

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	<u> </u>	<u> </u>							
Intake Form	Select Folder	Select Exams	Upload						
UPLOAD EXAMS TO									
Train Hospital									
Images successfully uploaded!									
It may take some time for all images to be processed and appear in the Exam List									
	100% 0	ompleted							
	Return to	Intake Form							