

Tip Sheet

1. To share exams with Michigan Medicine, Click on "Request a Connection".

MICHIGAN MEDICINE UNIVERSITY OF MICHIGAN	
WEB UPLOADS	Connect to Share Exams
through excellence in education, patient care, community service, research and technology development, and through leadership activities in Michigan, patienally and	Request a connection to this provider to securely share imaging exams.
CONTACT INFORMATION	
Please contact Radiology Customer Service if you need assistance. - 734-936-4516 opt. 5 (6:30am-11pm Monday - Friday) - 734-763-1800 (after hours and weekends)	
LOCATIONS	
1500 E MEDICAL CENTER DRIVE, SPC 5474 ANN ARBOR, MI 48109	

2. Fill in the requested patient and contact information. Then click "Send Request".

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Connection reques	t			0
			* = Fo	equired fields
PATIENT INFORMATIO	* Last name:	YOUR CONTACT II * Relationship to the		
Test	Test	I am the patient	~	
* Date of birth:		* First name:	Last name:	
01/01/1900		Test	Test	
mmiddlyyyyy		* Email:		
Do you have a physician here? If so, who?:		Test		
Dr. Test				
Physician's department:		 Confirm email: 		
		Test		
		* Phone:		
* Why do you want to share exams?: Requested Additional information to help us process year required (second opinice, viol propertition, current diagnose)		555-555-5555		
		Institution name:		
		1		
	Cancel		Send Request	



3. You will see a Thank You confirmation stating your request has been sent.

Thank You Your request has been sent. Next steps will be sent to the email address you provided.

You will also receive TWO Emails. The first Email is confirming that your request to share images has been sent. The second Email states your request has been accepted, and has a link to "Get Started".

Click on "Get Started".



4. Click "Accept" on the protection agreement that will display next.

5. You will now be able to upload exams. Click on "Browse For Exams".

BROWSE FOR EXAMS





6. This will launch your file browser. From here, you will locate the exams you want to upload, whether it be from your CD drive, saved on your desktop, or in a folder you've created.

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Organize • New	folder			?
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Desktop				
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Documents Downloads				
Downloads				
Downloads Music				
 Downloads Music Pictures 	v <		_	;
Downloads Music Pictures Videos	v <		_	;

Click to select your file/s, and then click Upload.

7. A pop-up will appear asking if you trust this site. Click Upload.

Upload one file to this site?		
This will upload all files from "DICOM". Only do	o this if you tr	ust the site.
	Upload	Cancel

8. The list of exams you are uploading will appear on the screen. You can keep them all checked and Continue, or you can select specific exams you wish to upload by unchecking/checking the select box in front of each exam. Once you have your exams selected, click Continue.

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ELECT MODALITY, DESCRIPTION	עם	ATE
US, DI SELLA TURCICA	06	6/30/2014



9. Fill out the contact form. Click "Continue".

Who should	we contact if there are	e questions?
* First name	Test	- Kequied
* Last name	Test	
* Phone	555-555-5555	
* Email	diec@med.umich.edu	
Optional Message		
Back		Continue

10. An upload bar will launch and let you know when your exam/s are 100% complete. You can then Upload More Files if you have additional exams. Once you are finished uploading exams, click on Finish Uploading.

Upload complete 🗸			
100%			
	Upload more files	Finish uploading	

11. The system will automatically log you out after you are finished uploading. The exams have now been sent successfully to Michigan Medicine.

