

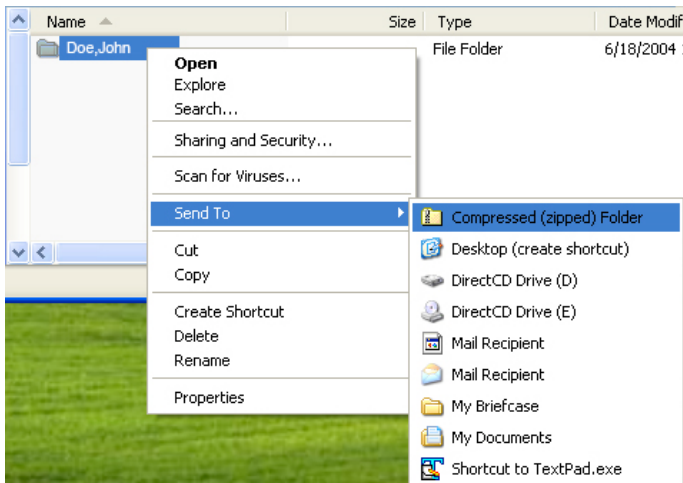


## UPLOADING CASES FOR RADIOLOGY CONSULTS

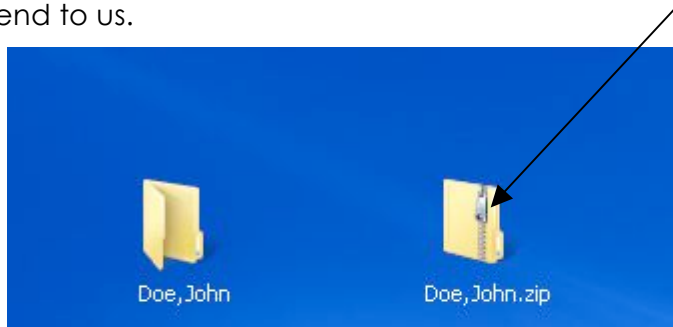
To send us cases for radiographic consultation you will need to first combine all your image and clinical material into a single folder. Then you can securely send this folder to us over the internet. Here are the details on how to do this:

### 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 310 825-5634. Alternatively, you can contact the representative for your CBCT unit.
- *Panoramic, cephalometric, and intraoral images:* Please send all such images as Jpeg, Tiff, or BMP 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"**.

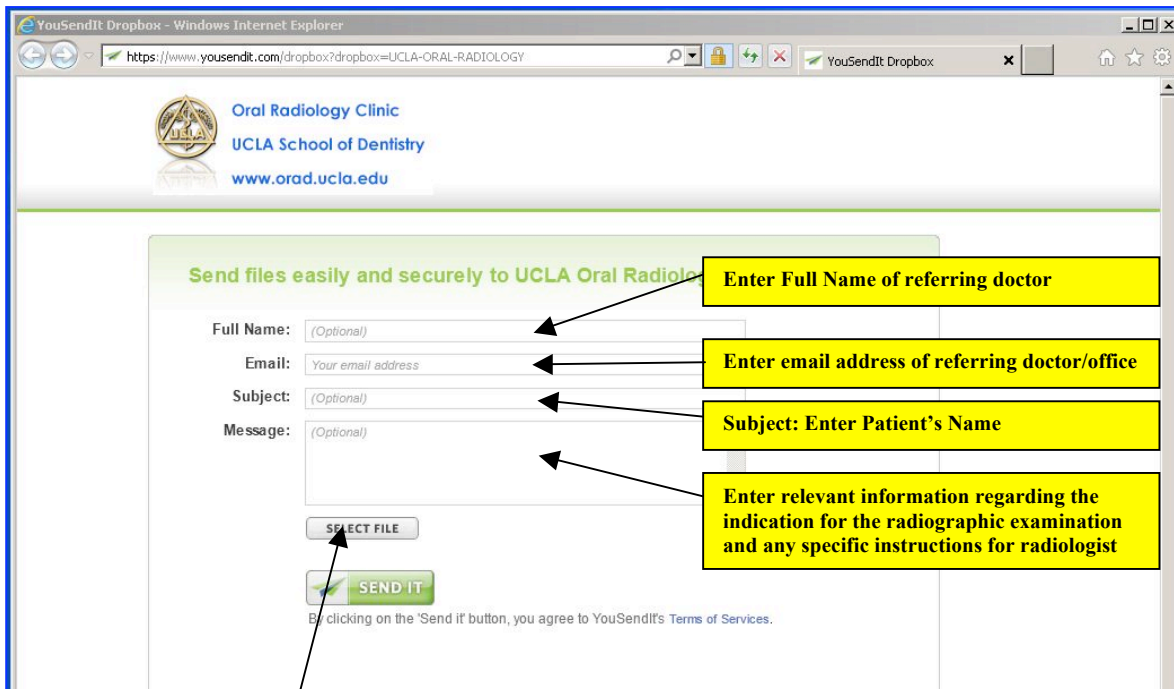


- You should now have a compressed folder "PatientName.zip". This is the folder that you will send to us.

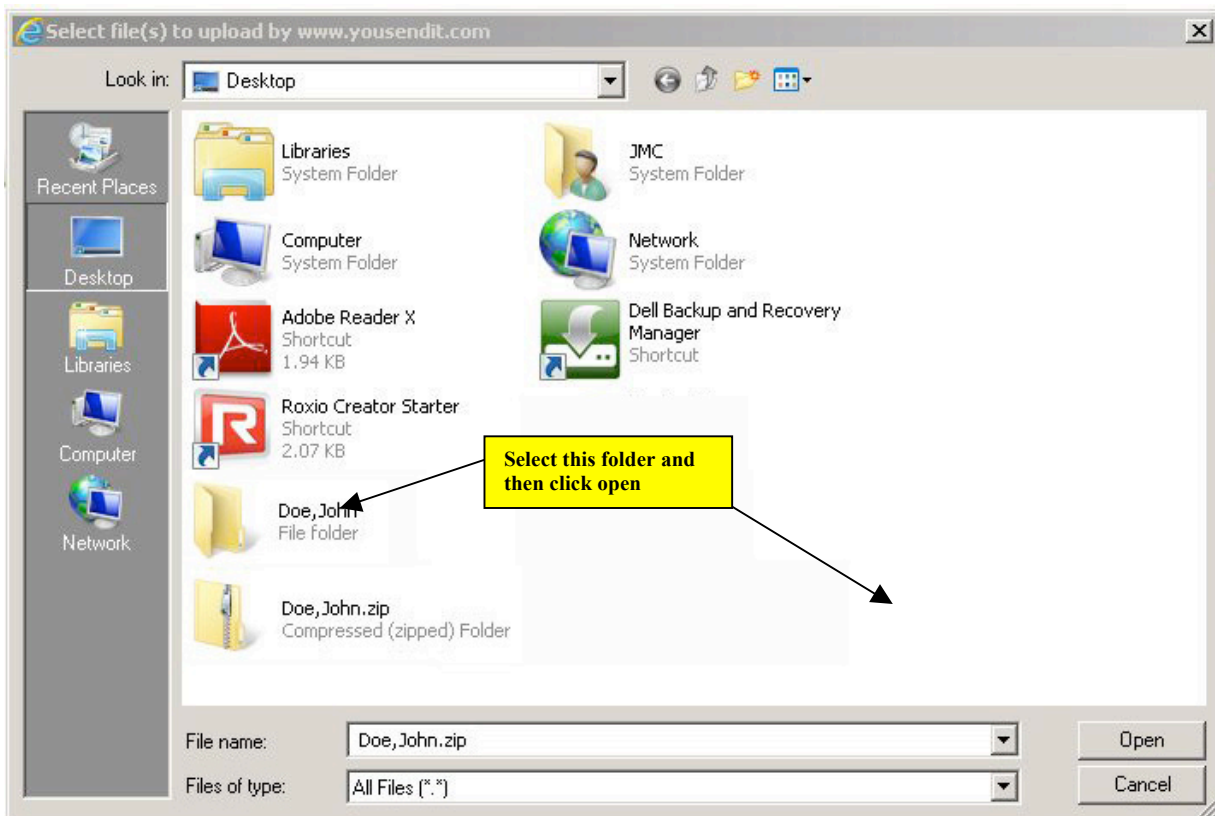


## Step 2: Upload your case to UCLA Oral Radiology

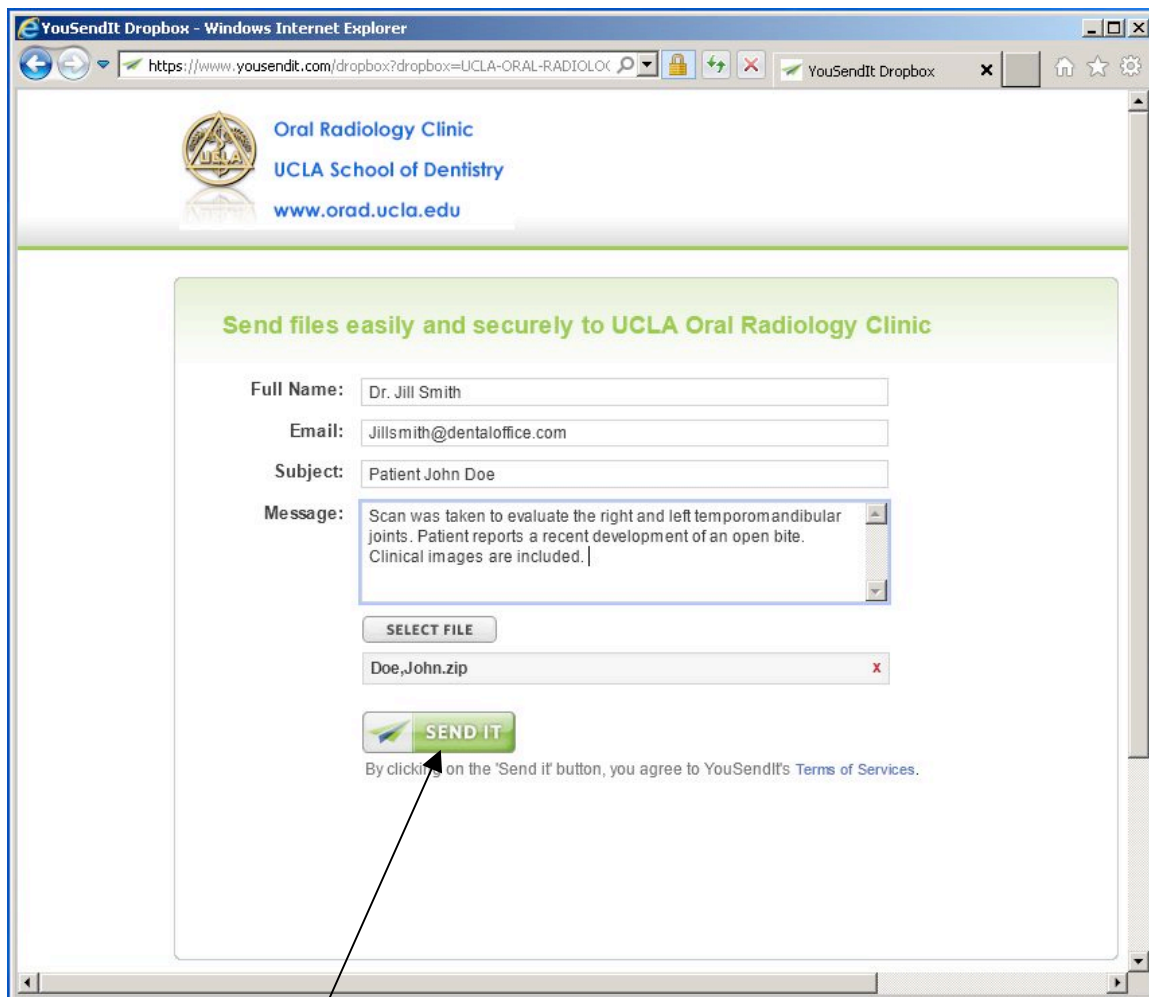
- Go to the following website  
<https://dropbox.yousendit.com/UCLA-ORAL-RADIOLOGY>



- Click **SELECT FILE**
- This will now open a window as shown below. Navigate to the desktop and select the patient's zipped folder and click open.



- You should now see the below screen with all your information entered.



- Click on the **SEND IT** button.
- The case will be directly uploaded to us. The system automatically emails us to let us know that you have sent a case for radiology consultation.

If you have any questions about this process please call us at 310 – 825 – 5634

We look forward to working with you.

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