

Radiodontics

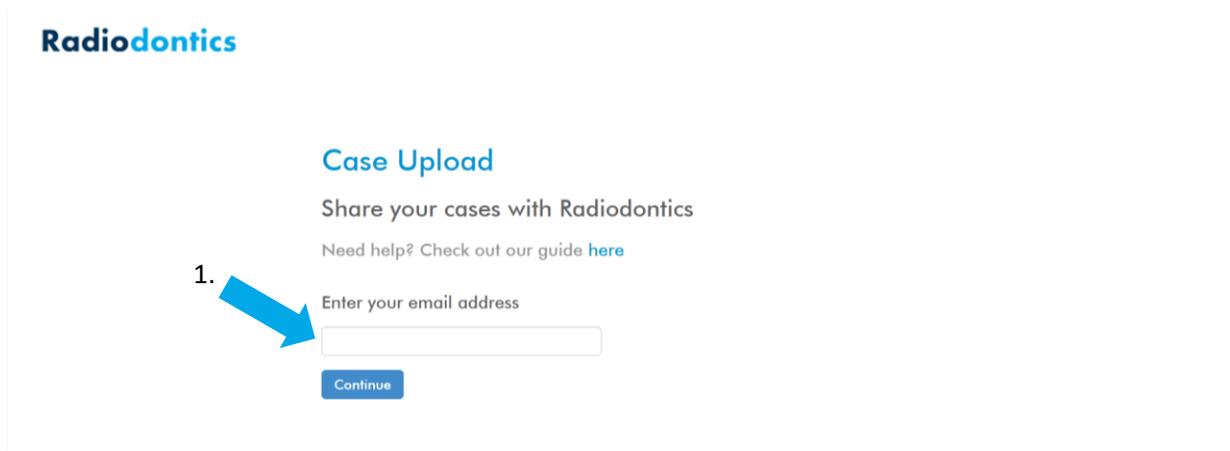
How to Upload a Case

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**If you have any questions, please contact our
24/7 technical support at (888) 315-0790 or
reach out to our office at (424) 226-2174.**

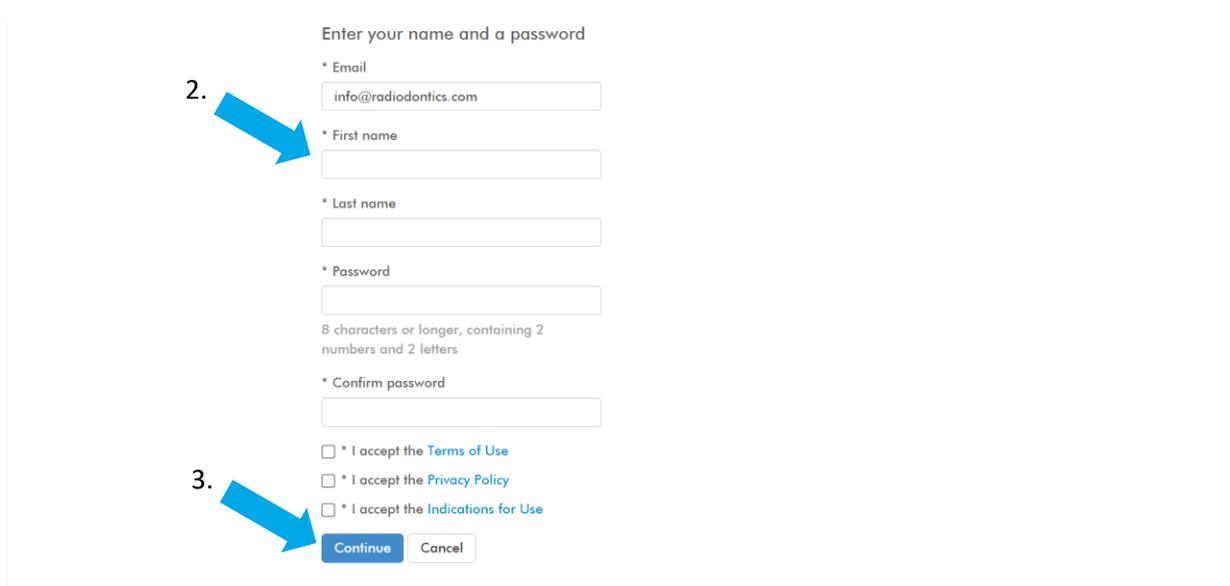
Create an account

If this is your first time using our online portal system, you will first need to create an account:



The screenshot shows the Radiodontics logo at the top left. Below it is the heading "Case Upload" and the sub-heading "Share your cases with Radiodontics". A link "Need help? Check out our guide here" is provided. A blue arrow labeled "1." points to the "Enter your email address" input field. Below the input field is a blue "Continue" button.

1. Enter your email address.
2. You will then be prompted to enter your first name, last name, and a password.
 - a. The name associated with the account should be the referring doctor or an office employee, not the patient's name.
3. After filling in these fields and checking the agreement policies, press continue to create your account.



The screenshot shows the "Enter your name and a password" section. A blue arrow labeled "2." points to the "First name" input field. Below it are input fields for "Last name" and "Password". The password field has a note: "8 characters or longer, containing 2 numbers and 2 letters". Below the password field is a "Confirm password" input field. A blue arrow labeled "3." points to the "Continue" button. There are three checkboxes for "I accept the Terms of Use", "I accept the Privacy Policy", and "I accept the Indications for Use". A "Cancel" button is also present.

Uploading your case

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Case Upload

Need help? Check out our guide [here](#)

Select the folder that contains your CBCT or MRI scans (must be in DICOM format)

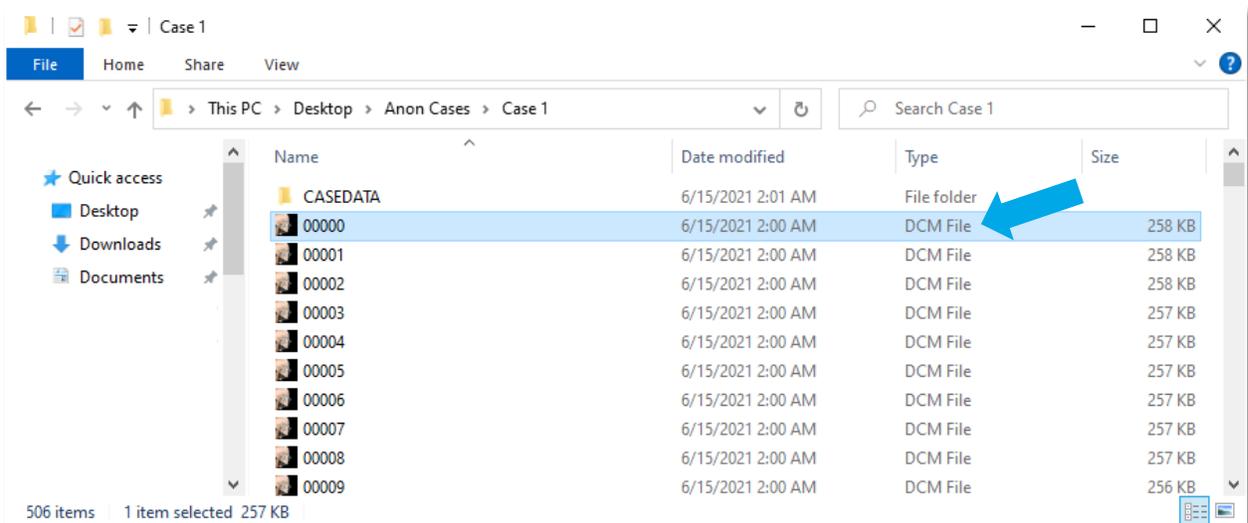
Check here if you are only uploading a panoramic radiograph or other 2D imaging and then select your files

Choose File...

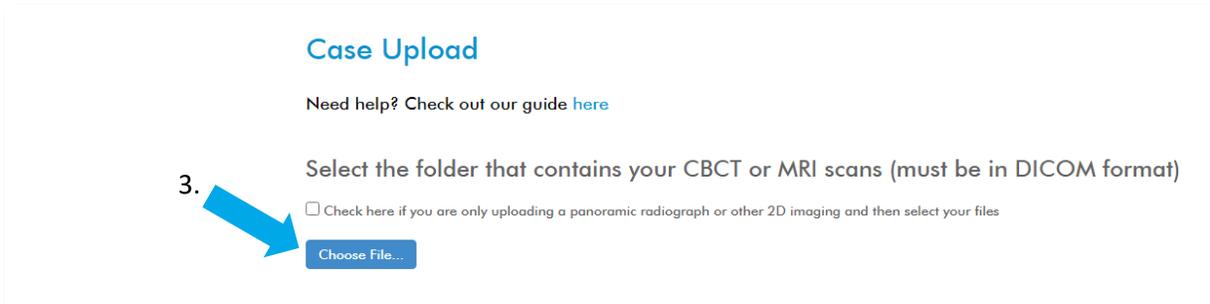
After logging on or creating your account, you will be brought to the 'Case Upload' page. The next steps depend on whether you plan to upload a CBCT/MRI or 2D imaging (such as a panoramic radiograph) without a CBCT scan.

Uploading a CBCT/MRI

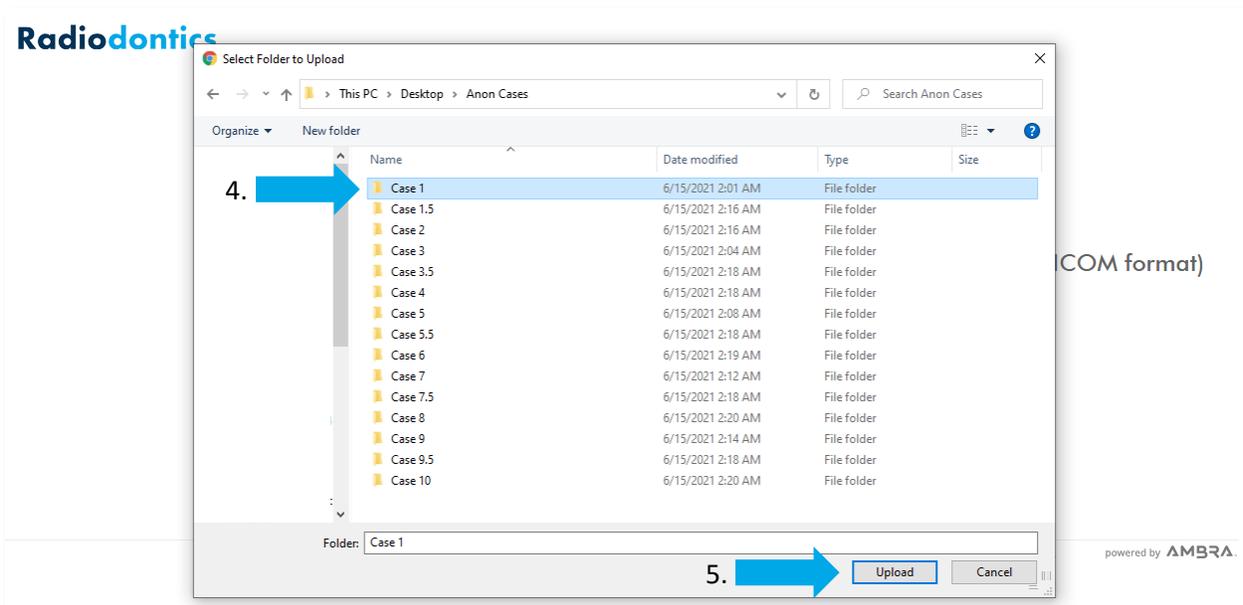
1. To upload a CBCT or MRI, files must be in the DICOM format. DICOM files will show up as a 'DCM file' or will have a '.dcm' extension at the end of the file name. For example:



2. If you need help exporting DICOM files from your acquisition computer, please contact your CBCT manufacturer.
 - a. If you do not have access to the original CBCT scan to export DICOMs, please contact the Radiodontics office at (424) 226-2174 for assistance.
3. Once you have confirmed the files are in DICOM format, click on the 'Choose File' button.



4. A window will open allowing you to select the folder that contains your CBCT/MRI scan.
 - a. Please note, you must select the folder, not the actual DICOM files. The DICOM files themselves will not show up when selecting a folder. This is to ensure that all DICOM files associated with the study are uploaded.



5. After selecting the folder containing your CBCT/MRI scan, press “Upload.”
 - a. A popup may appear at the top of the screen asking if you would like to upload files to this site. Press “Upload” to continue.
6. Your selected study will now be listed in the table.
 - a. If additional CBCTs/MRIs need to be uploaded, click on the ‘Choose File’ button again.

Choose your cases to upload

Choose File...  6a.

7a. 

	Description	Images	Patient Name	DOB	Modality	Study Date	
<input checked="" type="checkbox"/>	0.4	507	Anonymous Patient		CT, OT, SR	06-07-2021	

You have uploaded a CBCT or MRI scan. Panoramic radiographs can be added after case submission.

Patient info has been successfully generated. Edit patient info using the pencil icon in the top right corner of the table above.

7. Patient information is automatically populated from the DICOM data and will appear in the columns of the table.
 - a. If you need to edit the patient’s information, click on the pencil icon at the top right corner of the table, which will bring you to the screen below.

Choose your cases to upload

Choose File...

Description	Patient Name	DOB
<input checked="" type="checkbox"/> 0.4		

You have uploaded

Patient info has been

* Exam Type
CBCT (+\$100)

2D imaging and other supporting documents can be attached after case submission.

To edit, enter the patient information and select 'Replace' from the dropdown menu.

Description	Patient Name	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>
No Change <input type="button" value="v"/>	No Change <input type="button" value="v"/>	No Change <input type="button" value="v"/>

- b. Enter the corrected information into the field you would like to change and then select 'Replace' from the dropdown menu.
- c. Click 'Done' when all corrected information is entered.
- d. The corrected information should now appear in the table.

Choose your cases to upload

Choose File...

Description

0.4

You have uploaded

Patient info has been

* Exam Type

CBCT (+\$100)

2D imaging and other supporting documents can be attached after case submission.

To edit, enter the patient information and select 'Replace' from the dropdown menu.

Description	Patient Name	DOB
7b.	Wilhelm Röntgen	03/27/1845
No Change	Replace	Replace

Clear All Edits

Cancel Done

8. Next, fill out the remaining fields with the case information.

* Exam Type

CBCT (+\$100)

* Indication

General overview

Comprehensive evaluation of the oral and maxillofacial region for incidental findings and pathology.

Rush Case? (+\$35)

Case completion by the end of the next business day.

Comparison? (+\$50)

Case will be compared with previous scan and evaluated for all significant radiographic changes.

* Doctor's Name

Dr.

Referring doctor's first and last name

Clinical Notes

Area of interest, relevant clinical findings, patient medical history, doctor's concerns, etc.

9. After filling in your payment information and checking the agreement, select 'Charge Card, Upload and Share Selected Studies' to begin the upload process.

Payment information
Total cost: \$160.00
Credit or debit card

VISA 4242 4242 4242 4242 04 / 24 242 42424

I understand I will be charged \$160.00 to share this study 9.

[Charge Card, Upload and Share Selected Studies](#) [Preview Selected Studies](#) [Cancel](#)

10. A confirmation screen will appear once the case is finished uploading. You have the option to upload another case, view your cases, or attach supporting documents (such as a panoramic radiograph or pathology report) to the case.

Case Upload

Your images were uploaded and shared with Radiodontics

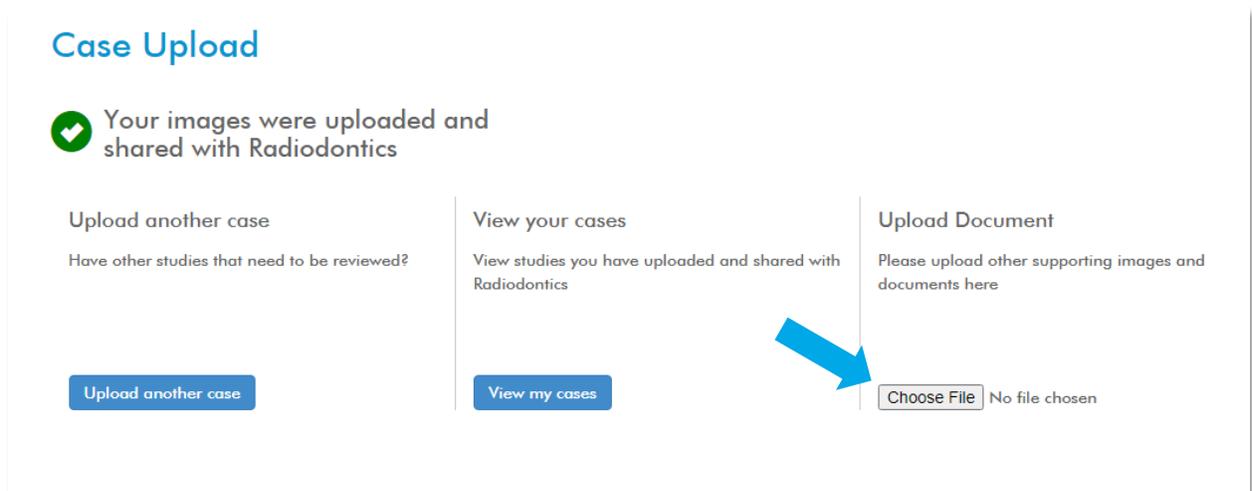
<p>Upload another case Have other studies that need to be reviewed?</p> <p>Upload another case</p>	<p>View your cases View studies you have uploaded and shared with Radiodontics</p> <p>View my cases</p>	<p>Upload Document Please upload other supporting images and documents here</p> <p>Choose File No file chosen</p>
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Attaching a panoramic or other documents to a CBCT/MRI

There are two ways to attach panoramic radiographs or other documents to a CBCT/MRI case.

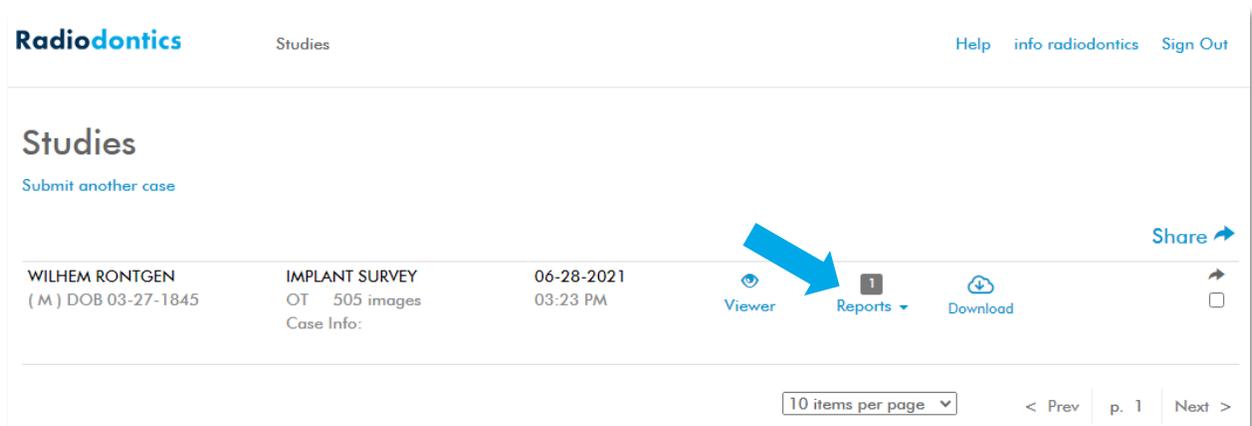
Option 1

After your case is uploaded, you will have the opportunity to upload additional documents to the case. Please click on the 'Choose File' button and select the file you would like to attach.



Option 2

When viewing your cases in your worklist, select 'Reports' and click on the 'Upload' button under 'Attach additional documents.'



Uploading a panoramic radiograph or 2D imaging

These steps outline how to upload a panoramic radiograph or other 2D imaging (bitewings, periapicals, etc.) without an accompanying CBCT or MRI scan. If you need help uploading a panoramic radiograph to a CBCT or MRI scan, please see the previous section for instructions.

1. At the case upload screen, check the box indicating you are only uploading a panoramic radiograph or other 2D imaging and then click the 'Choose Files' button.

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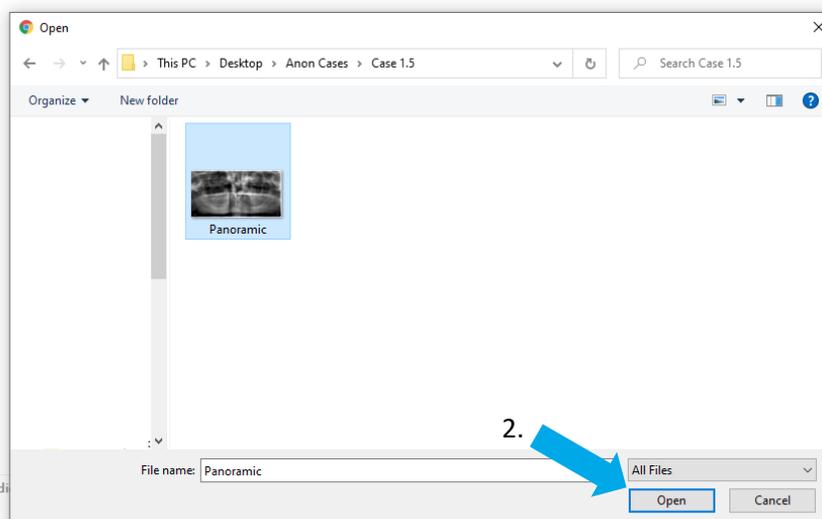
Case Upload

Need help? Check out our guide [here](#)

1.  Select the folder that contains your CBCT or MRI scans (must be in DICOM format)
 Check here if you are only uploading a panoramic radiograph or other 2D imaging and then select your files

2. Select the file you would like to upload and click 'Open.'
 - a. Multiple files can be uploaded at the same time by holding the control or shift button.

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3. After your files have been uploaded, your study will appear in the table.
 - a. If additional files need to be uploaded, click on the 'Choose Files' button again.

Choose your cases to upload

Description	Images	Patient Name	DOB	Modality	Study Date
<input checked="" type="checkbox"/> Wrapped DICOM	1	Wrapped DICOM			06-28-2021

You have uploaded a panoramic radiograph or other non-DICOM file.

Please edit patient info using the pencil icon in the top right corner of the table above.

4. Next, patient information will need to be added to the case.
 - a. To add patient information, click on the pencil icon at the top right corner of the table, which will bring you to the screen below.

To edit, enter the patient information and select 'Replace' from the dropdown menu.

Description	Patient Name	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>
No Change ▾	No Change ▾	No Change ▾

- b. Enter the information into the appropriate fields and select 'Replace' from the dropdown menu.
 - c. Click 'Done.'
 - d. The patient information should now appear in the table.

Choose your payment level

Choose Files...

Description

Wrapped D

You have uploaded

Please edit patient

* Exam Type

Panoramic Rad

Rush Case? (+\$35)

To edit, enter the patient information and select 'Replace' from the dropdown menu.

Description	Patient Name	DOB
	Wilhelm Röntgen	03/27/1845
No Change	Replace	Replace

Clear All Edits

Cancel Done

4b.

4b.

4c.

5. Fill out the remaining fields with the case information.

* Exam Type

Panoramic Radiograph (+\$65)

Rush Case? (+\$35)

Case completion by the end of the next business day.

* Doctor's Name

Dr.

Referring doctor's first and last name

Clinical Notes

Area of interest, relevant clinical findings, patient medical history, doctor's concerns, etc.

6. After filling in your payment information and checking the agreement, select 'Charge Card, Upload and Share Selected Studies' to begin the upload process.

Payment information

Total cost: \$65.00

Credit or debit card

VISA 4242 4242 4242 4242 04 / 24 242 42424

I understand I will be charged \$65.00 to share this study

Charge Card, Upload and Share Selected Studies

Preview Selected Studies

Cancel

6.

7. A confirmation screen will appear once the case is finished uploading. You have the option to upload another case, view your cases, or attach supporting documents to the case.

Case Upload

 Your images were uploaded and shared with Radiodontics

Upload another case

Have other studies that need to be reviewed?

Upload another case

View your cases

View studies you have uploaded and shared with Radiodontics

View my cases

Upload Document

Please upload other supporting images and documents here

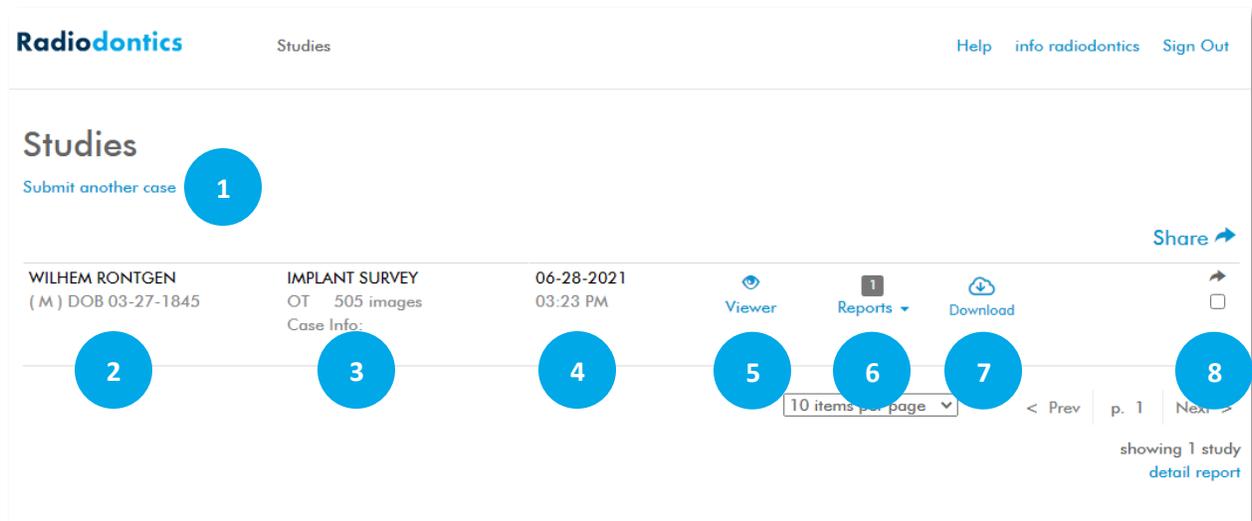
Choose File No file chosen

After case submission

After case submission, you can view your cases by:

1. Clicking 'View my cases' on the upload confirmation page,
2. Clicking 'Login' or 'View my cases' on Radiodontics.com, or
3. Going to radiodontics.ambrahealth.com and logging in.

Whichever method you choose, you will be brought to the 'Studies' page, where you will find all of the cases you have uploaded and shared with Radiodontics.



You can find the following information and options here:

1. Submit another case
 - This link brings you to the 'Case Upload' page to upload additional studies.
2. Patient name, sex, and DOB
 - These are generated from the information that was submitted with your case.
3. Study Details
 - A brief overview of the study, including case description, type and number of images, and other case information.

4. Date of scan

- Or if non-DICOM imaging was uploaded, this will appear as the upload date.

5. Online viewer

- This option will open an online viewer, which will give you an opportunity to view DICOM cases. Please note, this online viewer is extremely limited and is not how the radiologists review your case.

6. Reports

- Once your case has been completed, an interpretive and image report will be attached to the case here.
- You will also find any documents (e.g. panoramics) that you attached to the study.

7. Download

- This option will download all components of the case, including reports, attached documents, the files of the study, and a viewer.

8. Share case

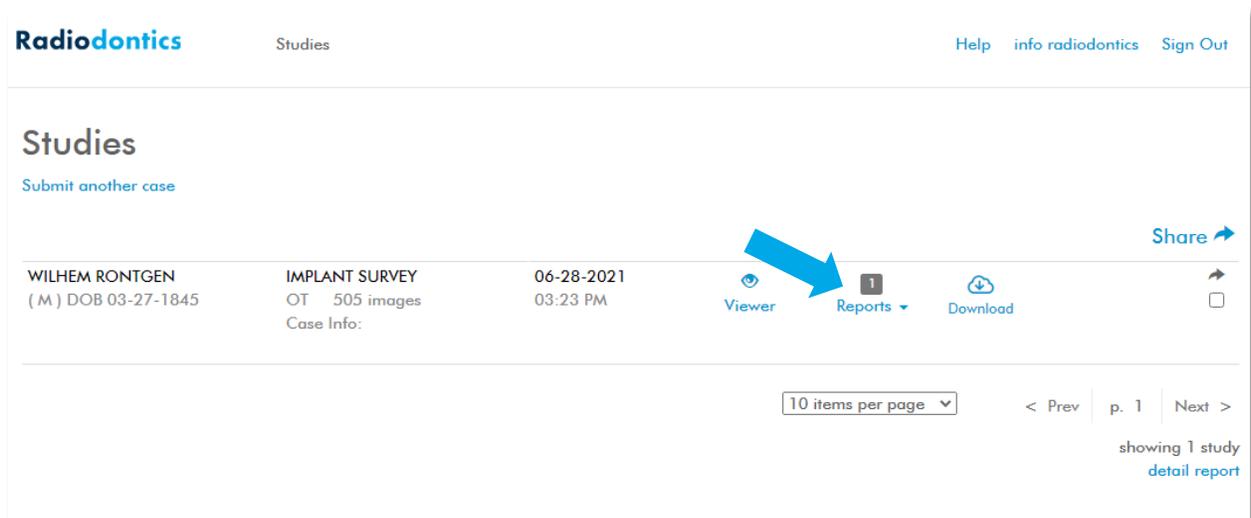
- Selecting this box will enable you to share cases with anyone that may need access. Enter in the email of the recipient and they will receive an invitation to view the case.

What happens when my case is complete?

After you have submitted your case, it will be assigned to an oral radiologist for review. Please expect 2-3 business days for case completion. If the rush option was selected during case upload, the case will be completed by the end of the next business day.

Please check for emails from Radiodontics as there may be additional information the oral radiologist needs to complete your case.

Once the oral radiologist has completed their review, they will attach an interpretive report and an image report to the case. You will find these reports under the 'Report' section on your case list.



The screenshot shows the Radiodontics web interface. At the top, there is a navigation bar with the Radiodontics logo, the word 'Studies', and links for 'Help', 'info radiodontics', and 'Sign Out'. Below the navigation bar, the main content area is titled 'Studies' and includes a link to 'Submit another case'. A table of studies is displayed with the following columns: Patient Name (WILHEM RONTGEN (M) DOB 03-27-1845), Study Name (IMPLANT SURVEY OT 505 images Case Info:), Date (06-28-2021 03:23 PM), and Action buttons (Viewer, Reports, Download, Share). A blue arrow points to the 'Reports' button, which has a dropdown arrow and a small '1' icon. Below the table, there is a pagination control showing '10 items per page', '< Prev', 'p. 1', and 'Next >'. At the bottom right, it says 'showing 1 study detail report'.

For your convenience, an email will be sent to notify you of the case completion. These emails can be turned off by clicking on your profile name in the upper right corner and changing the setting under the 'Notifications' tab.

If you have any questions about the findings on your report, please call Radiodontics at (424) 226-2174 from 8am-5pm MT.

Thank you for choosing Radiodontics!