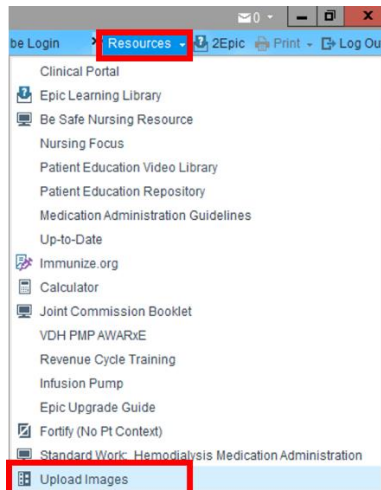# Upload outside CDs from your computer to Radiology PACS (via Ambra)
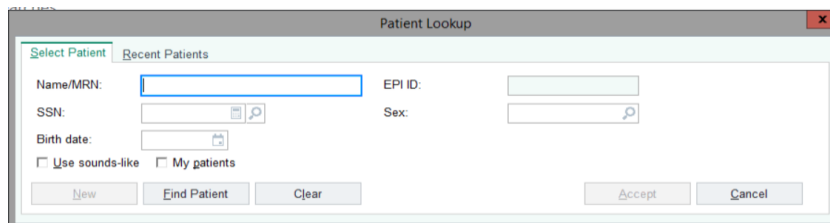
If Microsoft Edge is not your default internet browser you may need to run the following load command and restart your computer. Click on the Windows start button (or search button) in the lower left-hand corner of your PC, type **load edge *and press the enter key. Allow installation to complete. Once prompted, restart your PC. This should only need to be run one time.*
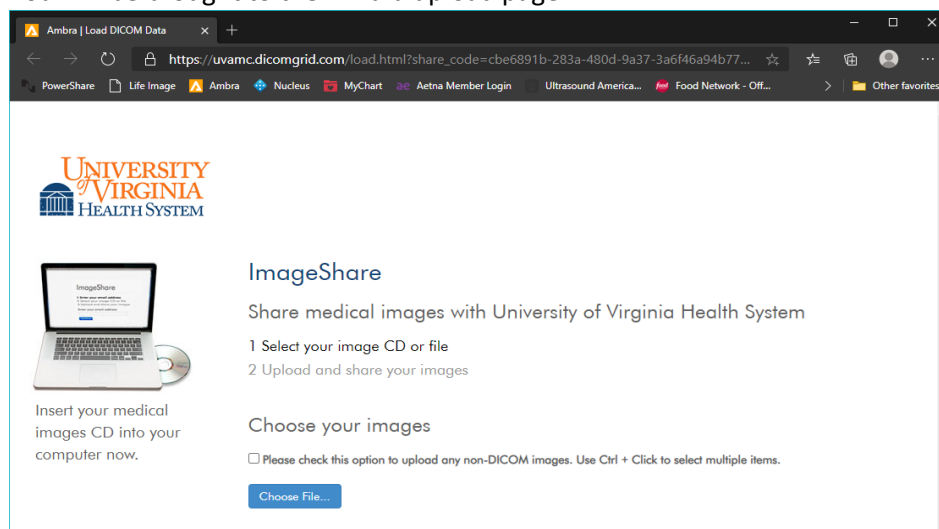
New in April 2020, Recommended for CDs

1. Insert the CD you wish to upload images from into your computer.

2. In Epic, click the **Resources** tab at the top right corner and select **Upload Images**.
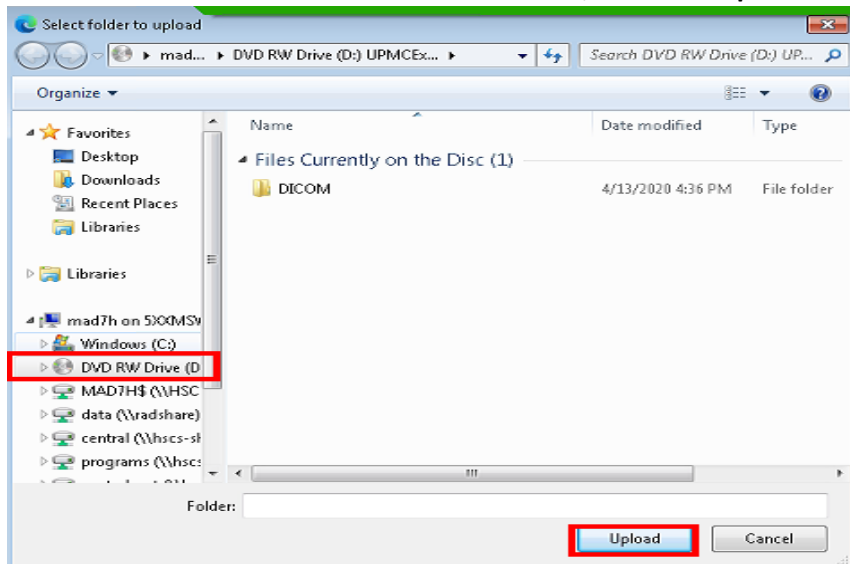

3. The Patient Lookup window will open. Search for and select the patient to whom the images belong.
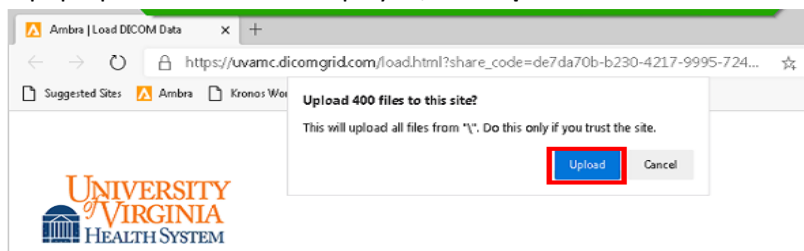

4. You will be brought to the Ambra upload page.

5. Click **Choose File** and select the CD or DVD Drive, then click **Upload**.

6. A pop-up window will be displayed, click **Upload.**

7. The system will scan for any DICOM images on the CD.

8. You will be presented with a list of image sets on the CD.
   a. You can select which images you would like to upload by checking or unchecking the checkbox next to each study. For example, if a CD has four studies, but you only need to import one of the studies, please uncheck the other three studies.
   b. Once you are satisfied with the studies you will be uploading, ensure that you place a checkmark next to the acknowledgment statement, then click **Upload Selected Studies**.

(Screenshot of example on the next page)

ImageShare

Share medical images with University of Virginia Health System

1 Select your image CD or file
2 Upload and share your images

Choose your images to upload and share

	Description	Images	Patient Name	DOB	Modality	Study Date
☑	Unlabeled Echo Study Type	75	▮	▮	US	05-11-2010
☑		19	▮	▮	XA	10-19-2010

Message: [   ]

☐ I understand this study will be shared with University of Virginia Health System, I have authority to share this study.

[Upload Selected Studies]   [Preview Selected Studies]   [Cancel]

c. In some cases, a pop-up will appear which will require you to approve the changes to the study PHI. Please review this information and make sure that you are uploading the images to the correct patient. Once satisfied, Click **Upload with Changes**.

9. Once the study has finished uploading, you will be notified. Please do not close the page before you receive the below notification screen, or the upload will fail.

ImageShare

✓ Your images were uploaded and shared with University of Virginia Health System
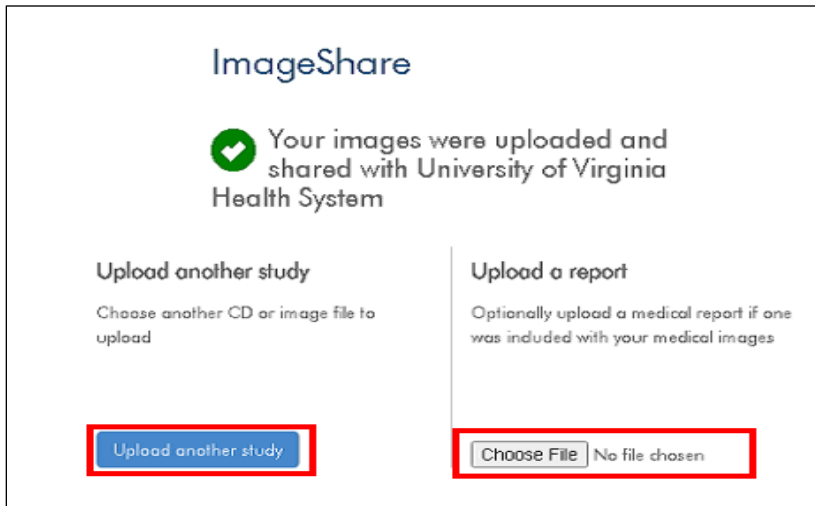
Upload another study

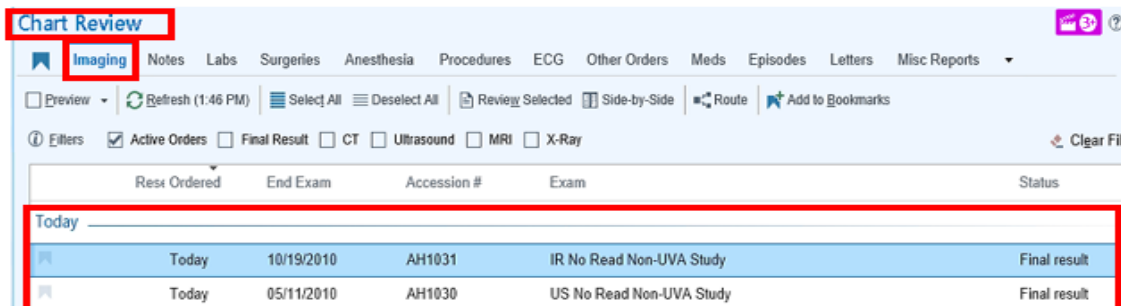Choose another CD or image file to upload

[Upload another study]

Upload a report

Optionally upload a medical report if one was included with your medical images

[Choose File] No file chosen

10. If you have additional CDs to load on the **same patient,** click **Upload another Study**. <mark>If you have an electronic copy of the report, please upload a copy of the report by clicking **Choose File** and selecting the report.</mark> Otherwise, close the Ambra window using the "X" in the upper right-hand corner.

11. Navigate back to EPIC. The patient chart in Epic will update with a new completed order for the images you just uploaded, and the images will have been sent to Carestream PACS.

12. You can now find the studies within PACS under the patient name or MRN, or you can launch the study for viewing in PACS by clicking the links under the corresponding study in the Image tab of Epic Chart Review (below).

For 24/7 assistance with image exchange, you may contact UVA Image Management at 434-243-6700, option 1.