

Second Opinion Radiology Interpretations: Outside Image Import

Overview

There are two primary parts to uploading CDs into lifeIMAGE:

- Creating corresponding “With Interpretation” Epic Orders
- Uploading CD content to lifeIMAGE

Process

1. Verify patient information
 - a. Confirm and take note of patient’s DOB and MRN
2. In Epic, confirm patient’s **BWH MRN**
 - a. If the patient does not have a **BWH MRN** registration must occur to proceed
3. Open BWH lifeIMAGE from the Partners Application Menu or at <https://bwhlifeimage.partners.org>
 - a. Login using Partners username and password
4. Insert the patient disc for import into the CD/DVD slot of the PC
5. Click **Upload Exams**



6. Select the proper LILA Group/Destination and click **Next**
 - a. A typical user will have access to only 1 group and the “My Library” Option
 - i. Do not use “My Library” for this process

Upload exams

1. Destination	2. Find Exams	3. Select exams	4. Confirm
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Where would you like to upload your exams to?

Destination: BWHC Image Service Center

Next

7. Choose **Find exams on CD/DVD**

Place a CD/DVD in your computer's drive and click to detect exams

Find exams on CD/DVD

Find exams to upload on a CD or find exam folders on your computer and select them

Browse for exams

8. lifeIMAGE will identify each study on the disc and display them
 - a. Use Zero Footprint or Epic to verify if the exams have already been uploaded

- i. **If yes and the matching order was “Without Interpretation,” REUPLOAD the study and match it to a new “With Interpretation” order**
- ii. If no, select the desired study or studies and click **Next**

NAME	DOB	GENDER	
OETEST, CATHY	01/01/1980	F	
EXAMS	MODALITY	DESCRIPTION	DATE
<input checked="" type="checkbox"/>	CT	BWH CT CHEST OUTSIDE IMAGE OICTCH	11/24/2014

9. Enter the **BWH MRN** and click **Upload**

* MRN:

Please ensure MRN is accurate

10. Once the lifelIMAGE upload has completed, the images will display in the **Inbox** associated with the destination selected in step 6.a
 - a. If auto-nomination is OFF the images will only be listed in the Destination’s Inbox
 - i. The images will need to be **Nominated**

Upload exams

BWHC IMAGE SERVICE CENTER NOMINATIONS

DFCI Y2 NOMINATIONS

MIIT NOMINATIONS

MY LIBRARY

BWH EMERGENCY MEDICINE

BWH REFERRALBOX

BWHC IMAGE SERVICE CENTER

InBox

Shared

InBox
1 exam

OETEST*CATHY CT
11/24/2014 | BWH CT CHEST OUTSIDE...

TAGS:

Summary Viewer Reports Download Share **PACS** Manage Exams Attachments

Nominate Exams to PACS

Fields marked with an asterisk * are required.

Gatekeeper group: MIIT Nominations

* MRN:

Modality: CT

External exam description: BWH CT CHEST OUTSIDE IMAGE OICTCH

Apply to: Only this exam
 All from this CD ([view exams](#))

- b. If auto-nomination is ON, the images will appear in the nominations group assigned to the destination selected in step 6.a (as well as manually nominated exams from step above)
11. The images will then need to be to be **Processed** or **Rejected**
 - a. If rejected, a reason will need to be entered
 - b. Click **Process** to continue the upload

Note: *lifeIMAGE* has a basic viewer available for non-diagnostic viewing. It can be found under the “Viewer” tab

Nominations
9 exams sorted by [newest nomination](#)

OETEST^CATHY CT
11/24/2014 | BWH CT CHEST OUTSIDE...
Nominated 2 minutes ago by Brian Mason

TAGS:

Process nomination

Gatekeeper group: BWHC Image Service Center
Nominations
MRN: 30517494
Modality: CT
External exam description: BWH CT CHEST OUTSIDE IMAGE
OICTCH
Nominated by: Brian Mason

12. The **BWH MRN** entered at step 9 appears, click **Query MWL** (Modality Work List) for the Epic orders.
13. Click **Select** on the corresponding Epic order

Process nomination

* = Required field

Use the form below to perform a modality worklist (MWL) query to normalize patient demographics and study information against an order before sending to PACS.

* Search by:

* Search for:

2 Matching orders for Patient MRN 30517494

	MRN	Name	DOB	Gender	Accession Number	Study Description	Study Date	Modality
Select	30517494	OE TEST^CATHY	1967/01/01	M	E3320779	CT CHEST OUTSIDE WITH INTERPRETATION	2015/09/15	OT

14. Review Patient information flagged in red
 - a. MRN and Accession will never match
 - b. Review Name and Date of Birth
15. Click **Send to PACS**
 - a. A confirmation screen displays, do not click **Process** again
16. Verify Images by checking the groups **Completed** or **Failed** lists, or verify imaging in Zero Footprint and Epic

Process nomination

* = Required field

Items	Exam	PACS/MWL
Patient Name:	OETEST^CATHY	OE TEST^CATHY
DOB:	Jan 1, 1980	Jan 1, 1980
MRN:	30517494	30517494
Accession Number:	14155272	E3320779
Study Description:	BWH CT CHEST OUT SIDE IMAGE OICTC H	CT CHEST OUTSIDE WITH INTERPRETATION
Gender:	F	F

* Priority: