

Online Films/Studies Customer Guide:

*Please note, this is a sample series and actual patient data is not being shared

Study Name: The study name is labeled by the facility that took the images/scans. There are often several studies received per job

Study Date: The study date is labeled by the facility that took the images/scans

Image Count: This is the number of images (pictures/scans) that were taken within each study

TO SHARE (EMAIL) THE STUDY LINK FROM THE LCS CLIENT PORTAL:

1. You may share all studies received on an entire case or for an individual job
2. To share case-wide, from the case page, click "Share Films"



3. Click "select all" or select the individual jobs you would like to share with the IME. Enter their email address in the "Email to..." section and click "Submit".

Case Page

Share Films X

Email to send film(s) link to:
 Select All

Case:

Facility Name (Original Order Entry)	Job Number	Attorney	Status	Record Type	Media	Share
			Films Available	Films	22 films	<input type="checkbox"/>
			Films Available	Films	33 films	<input type="checkbox"/>
			Films Available	Films	44 films	<input type="checkbox"/>
			Films Available	Films	55 films	<input type="checkbox"/>
			Films Available	Films	66 films	<input type="checkbox"/>

Submit

4. The IME will receive one email per job

5. If you would like to email the studies on a job by job basis, you may do this from the job page by clicking share films button from the job page. Follow the steps as mentioned in #3 above when sending individual jobs to the IME.

Job Page

Films			
Study Date	Study Name	Image Count	View Study
Nov 18, 2019			
Nov 18, 2019			

TO OPEN THE STUDY PAGE:



To view the study, click the Film ICON from either the job page, case page, or from the share study email received

From the share study email:

LCS Record Retrieval has given you viewing access to the following study to review.

Patient Name:

Study Description:

Modality: MR

LCS Job Number:

Accession number:

User Note:

Please click the following link to view the study:

<https://lcs.dicomgrid.com/link/>

Job Page View:

+ Jane Doe v Test Case

Documents

Document Name	Date Created	Document Type	Download
Authorization for Job #170225729.pdf		Authorization	
Request Packet for Job 170225729.pdf		Request Packet	
170225729 Record Summary.pdf		Record	
170225729 Reverse Chronological order & Indexed.pdf		Record	
170225729 Standard.pdf		Record	

Films

Study Date	Study Name	Image Count	View Study	
Aug 19, 2008	IRM DU GENOU.2	368		11/4/2020

Job Information

[Edit Job Information](#) [Contact CSR](#)

Case Page View:

- Jane Doe

Date of Birth: [REDACTED]
Guardian or Personal Representative: Jane Doe

Facility Name (Original Order Entry)	Job Number	Requesting Party	Status	Record Type	Media	Download
[REDACTED]	170225727	LCS Record Retrieval	In Process			
[REDACTED]	170225728	LCS Record Retrieval	In Process			
[REDACTED]	170225729	LCS Record Retrieval	Records Available	Medical, Tax	192 pages	
				Films		11/4/2020

Upon clicking the link, your browser will open a new tab and you will see a page with an overview of the patient information and study.

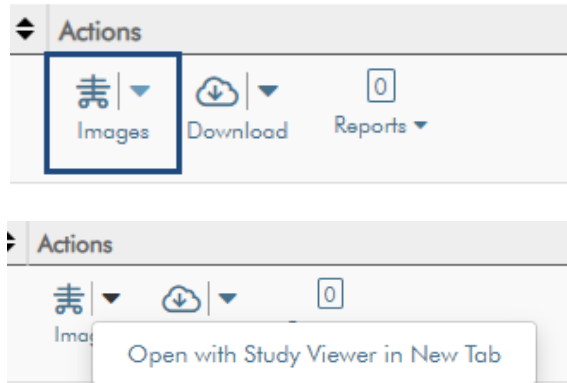
Studies LCS Record Retrieval ← Add Study Search advanced

Actions	Refresh list	Patient	Study	Study Date	Uploaded	Actions
<input type="checkbox"/>		JOHN*NOTAREAL (F) DOB: 08-22-2008 MRN: MW79808	IRM DU GENOU.2 MR: 348 Images Acq#: 195633 RPhys: Dr. Smith Job Number: 170225729	08-19-2008 08:37 AM	10-08-2020 10:51 AM	Images Download Reports

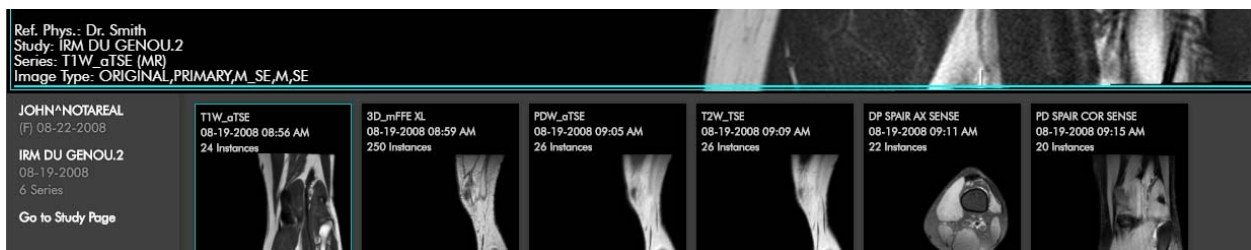
From here, you have the option to share (email) with an expert witness, view the studies, or download the studies.

TO VIEW THE STUDY IMAGES:

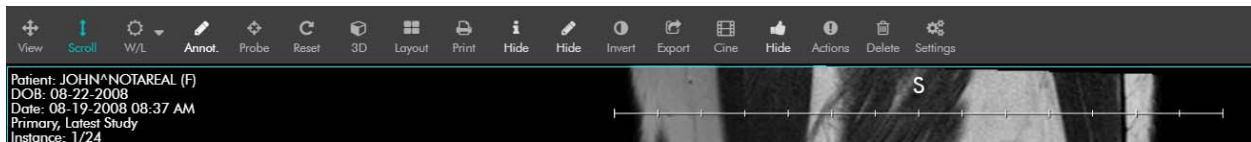
1. To view the images, click the images icon



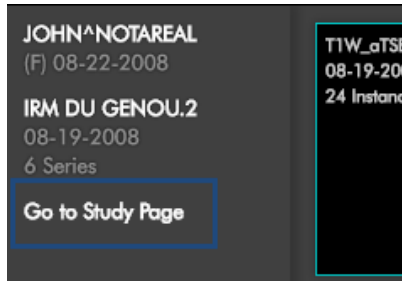
- a. Upon clicking this, the user is directed to another page with the study images



- b. The user can evaluate the images, as well as utilize many tools to analyze the information they need

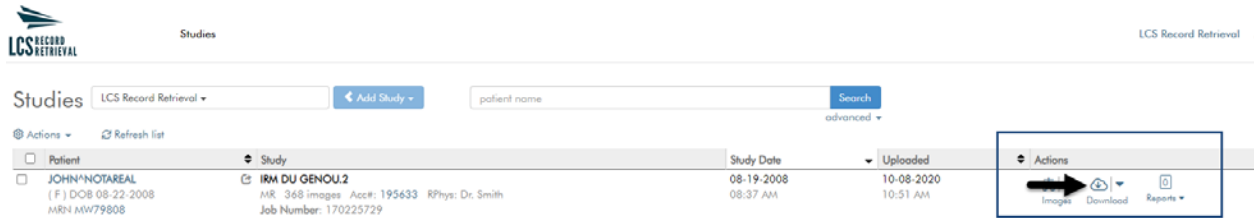


- c. To get to the main study page, the user can click "Go to Study Page", found in the bottom left corner of the screen



TO DOWNLOAD THE IMAGES (IN ORDER TO BURN TO A CD)

1. To do this, click on the Download icon



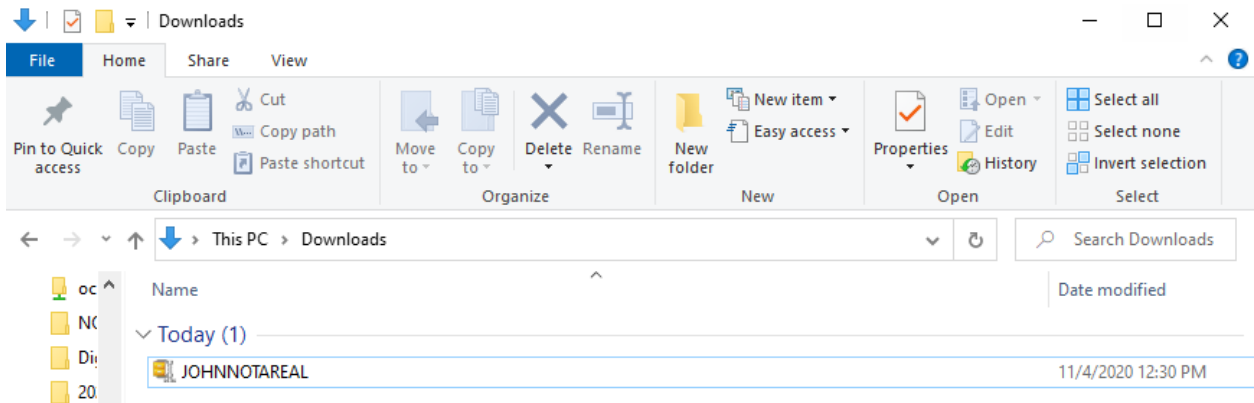
2. This will create a zip file. You can access this at the bottom of your browser, or in using your computer's file explorer.



Browser: _____

OR

Computers file explorer "Download" folder:



3. Open the zip folder and save the documents to a folder on your desktop.

4. Insert a writeable CD/USB drive into your computer and open the folder on your desktop. Transfer the folders containing the DICOM images. The files needed are noted as "SER..." The remaining folders/files do not contain images or applications needed to view the images and will take up a considerable amount of unnecessary data space. They will be repeated with every study.
5. Copy the DICOM files to the writable folder.

> New folder > New folder (2)

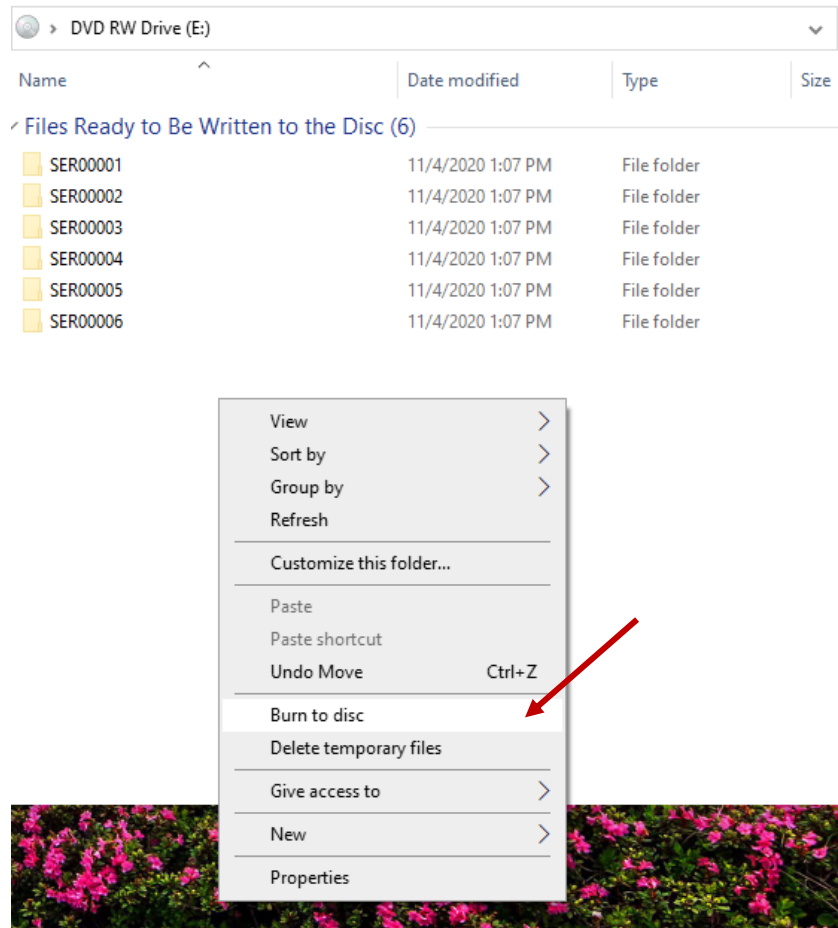
Name	Date modified	Type	Size
reports	11/4/2020 10:30 AM	File folder	
SER00001	11/4/2020 12:36 PM	File folder	
SER00002	11/4/2020 12:36 PM	File folder	
SER00003	11/4/2020 12:36 PM	File folder	
SER00004	11/4/2020 12:36 PM	File folder	
SER00005	11/4/2020 12:36 PM	File folder	
SER00006	11/4/2020 12:36 PM	File folder	
DICOMDIR	11/4/2020 10:30 AM	File	303 KB
LOG	11/4/2020 10:30 AM	Text Document	1 KB
README	11/4/2020 10:30 AM	Text Document	1 KB

> This PC > DVD RW Drive (E:)

Name	Date modified	Type
Files Ready to Be Written to the Disc (6)		
SER00001	11/4/2020 1:07 PM	File folder
SER00002	11/4/2020 1:07 PM	File folder
SER00003	11/4/2020 1:07 PM	File folder
SER00004	11/4/2020 1:07 PM	File folder
SER00005	11/4/2020 1:07 PM	File folder
SER00006	11/4/2020 1:07 PM	File folder

6. Repeat for each study link.
 - a. Note: each file will have "SER0001" etc... When you combine them onto the same writable disc/drive, it will state that the file name already exists and ask if you would like to rename the files. Allow it to rename the files. The images retain all of the correct naming/study markers, and when viewed in an imaging program they will be separated and regrouped correctly.

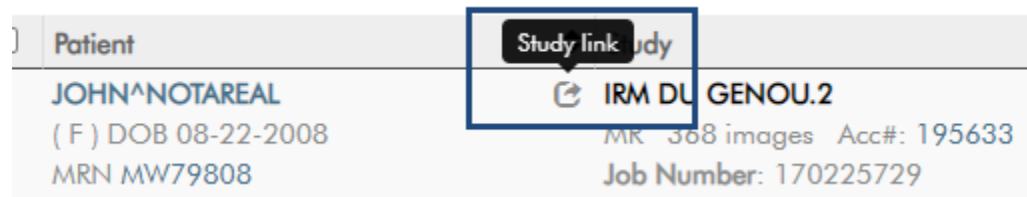
7. Burn image files to the disc/drive.



TO SHARE (EMAIL) THE STUDY LINKS FROM WITHIN AMBRA:

From the main page, the user may email the study to the expert witness/IME

1. To do this, click the Study link icon



2. Within this modal, click "New Guest Link" and fill out the information

Guest Links

 [+ New Guest Link](#)

New Link

Max. uses	Expires	Password	Max. pw attempts
<input type="text"/>	never <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

Message

Please review the studies for case # 12-3456

Email Address	Mobile Phone
<input type="text" value="test@test.com"/>	<input type="text"/>

When viewed, share the study with this email address

Include Priors

Password is DOB

[Create](#) [Cancel](#)


<https://lcs.dicomgrid.com/link/eeff1f05-27a6-4ed3-ad76-5de2f408f959> 

View link created by Anonymous - 68.36.118.118 0 day(s) ago.
Max. uses: unlimited Expires: never Password: no Password is DOB: no Include priors: no
Email address: yes Mobile phone: no Message: yes Share on view: no

[Close](#)

- a. When "Create" is clicked, an email is sent to the expert user

View a study on LCS Record Retrieval's image sharing platform

 Ambra Health <support@ambrahealth.com>
To Rebecca Kibbe

Please review the studies for case # 12-3456

Anonymous - 68.36.118.118 has given you viewing access to the following study.

Name: JOH, N
Accession number: 195633

Please click the following link to view the study

<https://lcs.dicomgrid.com/link/32f7e1ae-867e-43f2-b696-f82e2af26083?email=rkibbe%40teamlcs.com>

- b. In addition, a link is created (see above: https://lcs.dicomgrid etc.). You may copy/paste this link to send to their expert in a separate email instead of sending directly through the site if you prefer.