How to Upload Images, Billing information and/or Reports

✓ Go to **https://proimagingconsultants.com**

⬇

✓ Select the **"MRI SECOND OPINION"** page

⬇

✓ On the right side of the page, go to the bottom of the section:
   "How to Send X-rays, MRI and CT Studies for a Second Opinion Report".

⬇

**REQUEST A SECOND OPINION
REPORT / FEE SCHEDULE**

✓ Click the **Blue Button**
   at the bottom of the page on the right side.

⬇

✓ On the following page, scroll to the bottom of the page to the section:
   "UPLOAD INSTRUCTIONS: HOW TO SEND IMAGES" and
   LEFT click **"CLICK HERE TO UPLOAD IMAGES / DOCUMENTS"**

⬇

✓ The following **Intake Form** will automatically appear:

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nucleus.io

Professional
IMAGING CONSULTANTS INC.
Edward J. Dalley, D.C., D.A.C.B.R.

| ◯ Intake Form | ● Select Folder | ● Select Exams | ● Add Attachments | ● Upload |

Patient Information   Clear Patient Info

TITLE

FIRST NAME — Required   **MIDDLE NAME**   **LAST NAME** — Required   **SUFFIX**

DATE OF BIRTH — Required   **PHONE NUMBER** — Required   **EMAIL ADDRESS** — Required
MM-DD-YYYY   (###) ###-####

ADDRESS

CITY   **STATE**   **ZIP**
                              Select...

Sender Information   Clear Sender Info

TITLE   **NAME** — Required   **INSTITUTION**

PHONE NUMBER — Required   **EMAIL ADDRESS** — Required
(###) ###-####

COMMENTS
Add comments for the recipient.

RECIPIENTS
Recipient name or department

☐ I'm not a robot   reCAPTCHA
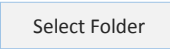   Privacy - Terms

Next ›

✓ **Intake Form**: *Please complete the required information* (Red):

- **Patient Information:**
  First Name, Last Name, DOB, Phone #, E-mail address

- **Sender Information (Dr/Clinic, Attorney or Patient)**
  Name, Institution (if applies), Phone, E-mail address

- **COMMENTS (Optional)**
  You may add what you think is necessary beyond the accompanying reports/billing information.

- **I'm not a robot**
  Check the box and follow the instructions to complete the authorization

- **Click** [Next] and <u>Upload Exams / Select Folder</u> page appears
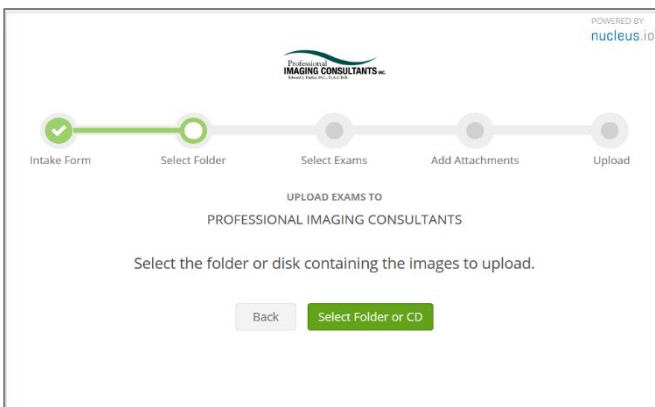
✓ If you have a CD/DVD, insert it into the computer. Or, if the images are on a Thumb/flash drive, insert it into the computer.

✓ Click [**Select Folder or CD**]

✓ Browse your computer and find the images on the CD/DVD drive or in a folder (see example below)
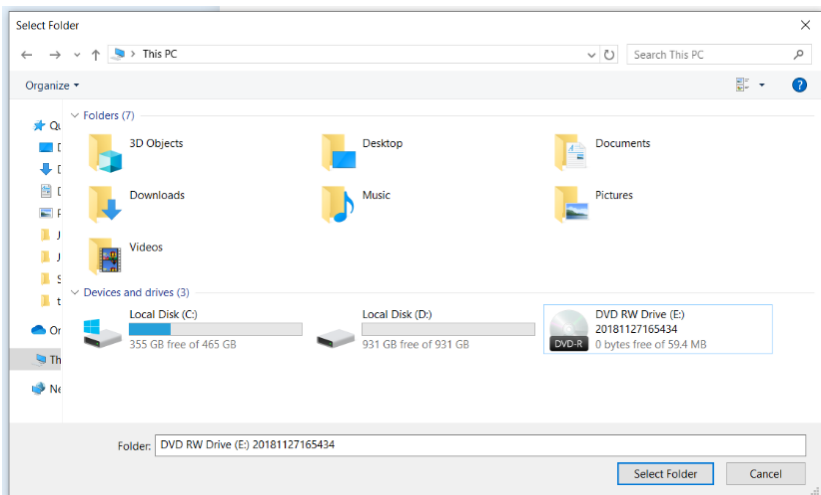

✓ Click on Drive or Folder where the images are located, click [Select Folder] and following page appears:
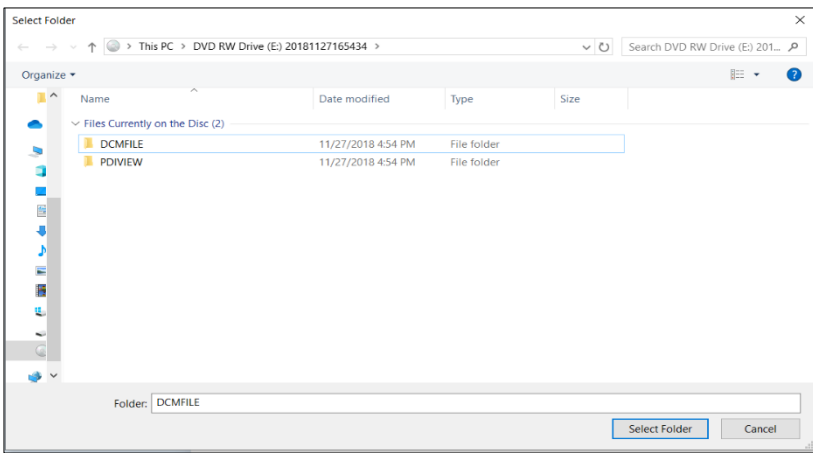
✓ Highlight the folder(s) labelled: "DICOM", "DCMFILE" or "DCMFLDR", etc.

✓ Click [Select Folder] and the next page *appears:*
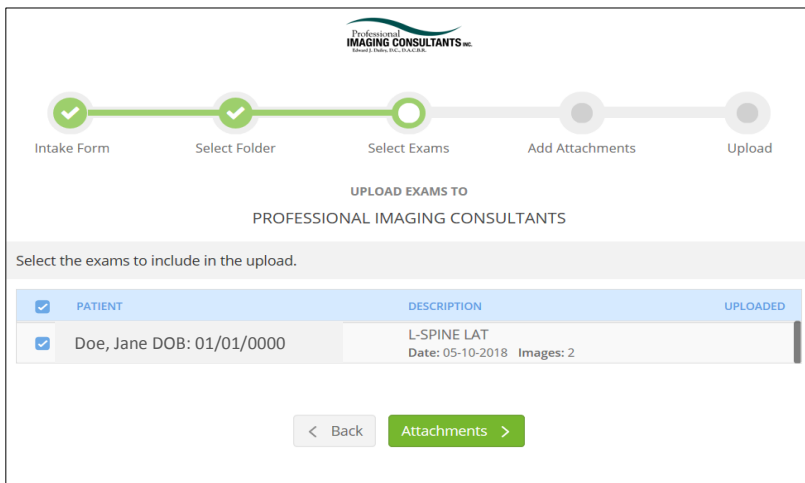
✓ Billing information and accompanying Radiology Reports from the hospital/Imaging center *can be sent via FAX (330-498-9447) or they can be scanned and placed into a folder on your desktop.*

✓ If you scanned the paperwork, click [Attachments] and the following page will appear:
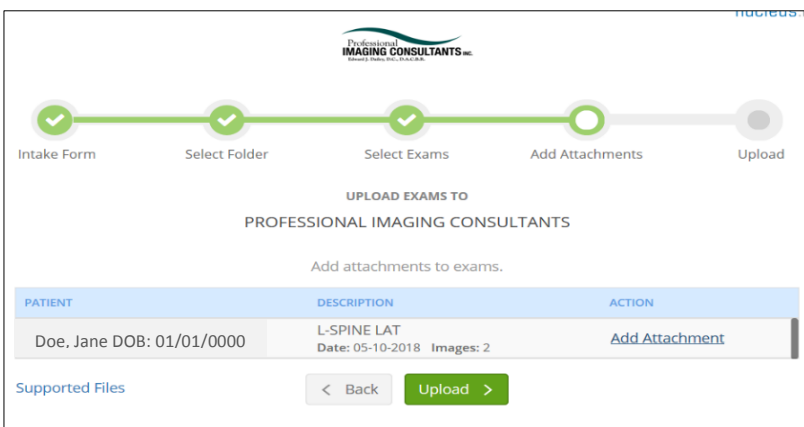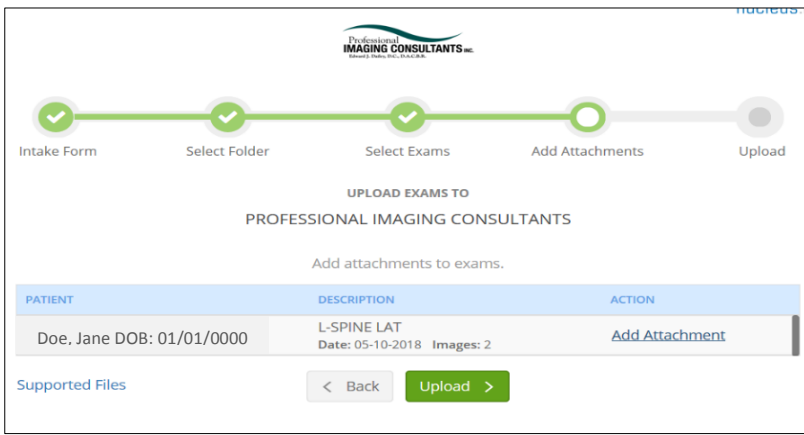
✓ If you DO NOT want to attach scanned documents, click the **Upload >**

✓ TO ATTACH DOCUMENTS, click the "Add Attachment" and this will allow you to browse your computer for the folder containing the paperwork.

✓ Locate the folder, Open the folder, highlight the file(s), click **Upload >** and the following pages appear:
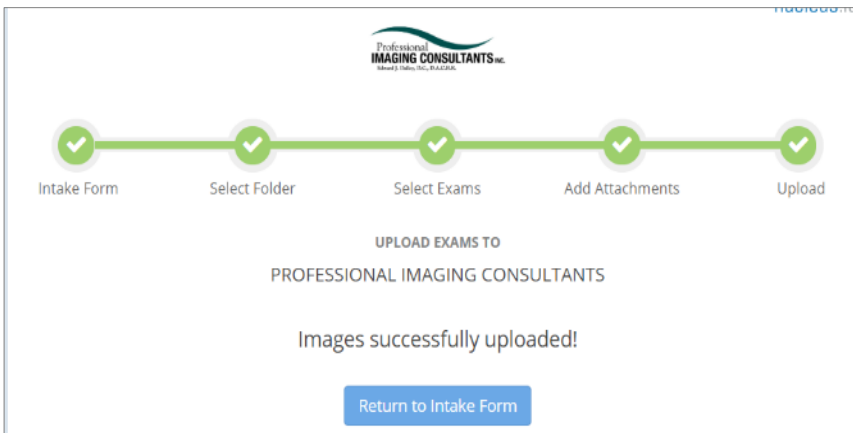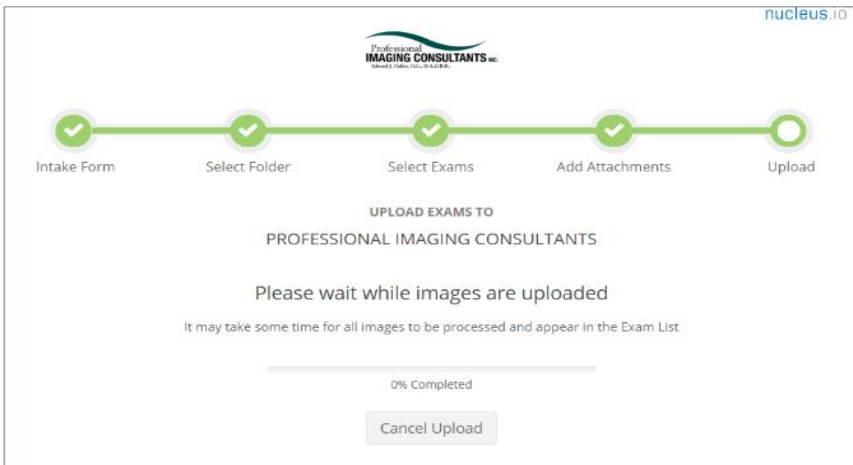
If you have other patients or studies to upload, click the **Return to Intake Form** Otherwise, you are done!

Thank you for your referral!