

## UPLOADING IMAGES

### Welcome, please sign in.

#### Step 1: Login

Login to your PowerShare account from the URL listed below with the account credentials that have been assigned to you.

URL: [www1.nuancepowershare.com](http://www1.nuancepowershare.com)

Note: Store the login page as a 'Favorite' to simplify future access or utilize your facility created desktop shortcut.

[Forgot Your Password?](#)

#### Step 2: Upload Images

After logging in you will arrive at the Home screen. From the Home tab, Select Upload Images.



#### Step 3: Run Uploader

Click Run to Open the Uploader.



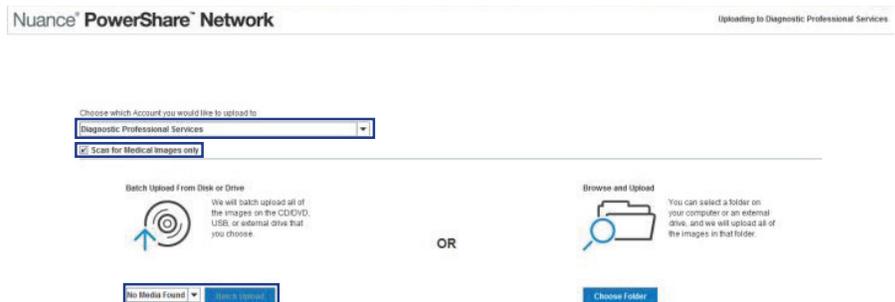
#### Step 4: The Uploader Window

The uploader will open in a new window. Select the account to which you want to upload.

Also, if you would like to search for Non-DICOM images and Dicom images, you can uncheck the box below the drop down stating "Scan for medical images only."

Note: A spoke can't upload non-DICOM to their own folder. They can only upload non-DICOM to a Hub.

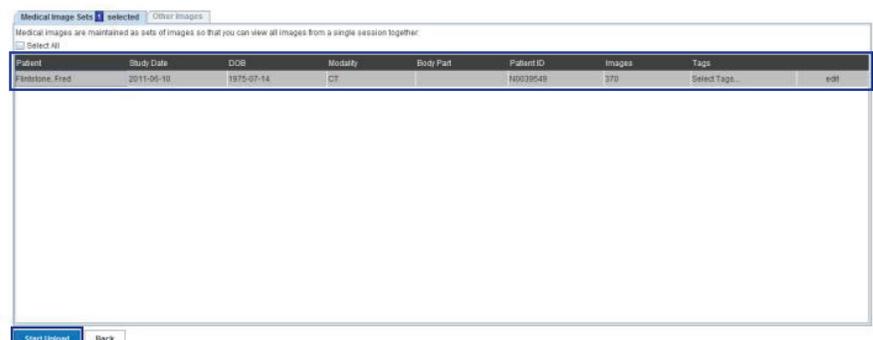
Locate the images, either batch from a disk or drive, or browse a folder.



#### Step 5: The Uploader Window

Look for the images. Select the image set and click 'Start Upload'

Note: Once the upload is complete, you can click 'Upload Another' and you will be taken back to the initial uploader screen to upload more images if needed. Clicking 'Done' will close the uploader.



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### PUSHING IMAGES TO PACS

Once images have been uploaded or shared with you, they will be located under your images tab.

To push these images to PACS, highlight the study or click the check box to the left of an image set.

Select 'Push to Accelerator' under the Actions listing.

If you have more than one possible destination, the Accelerator Receive Channel drop down menu will be available for you to select the destination device, either a PACS or DICOM modality, then you can click the Send to Accelerator button.

*Note: The most recently updated images will be at the top of your list.*

*Note: You may also 'search' for images in the top right of the screen to narrow down the images in view.*

Home
Contacts

Images ▾

Messages
Admin

Jim\_Tag TRAUMA Nuance\_Tag WET\_READ STROKE More ▾ [reset tags](#)

Upload Date	Study Date	Modality	PACS Status	Owner
5/10/2016 6:38pm	3/07/2011 3:32pm	MR		Mine
5/10/2016 6:37pm	3/17/2011 10:05am	CT		Mine
5/10/2016 6:36pm	5/14/2014 10:14am	CR		Mine
5/10/2016 1:10pm	6/10/2011 4:48pm	CT	Nominated	Mine
4/27/2016 2:19pm	3/22/2016 1:19pm	XC	None	Mine

Search:

▾ Viewer Option

Basic
Clinical

▾ Actions

- [Share these Images](#)
- [Unshare these Images](#)
- [View Share History](#)
- [Download DICOM](#)
- [Nominate to PACS](#)
- [Push to Accelerator](#)
- [Copy](#)
- [Upload](#)
- [Delete Images](#)

▾ Summary [Edit](#)

**Name:** WORRELL. MARY

### REQUESTING IMAGES FROM EXISTING CONTACTS

#### Step 1:

Select the Contacts tab and after locating the correct facility contact; use the associated drop down to select 'Request Images'.



#### Step 2:

Enter the required patient information and click 'Next'.

#### Personal Information

##### Required

Male  Female

#### Step 3:

Select an Urgency level from the Image Information drop down and include any optional Image Information.

Attach a patient release document if available by selecting and attaching a file.

Click on 'Send Request'. The facility will be notified of the image request and share the images back to your facilities PowerShare account.

#### Image Information

##### Optional

#### Patient Release Document

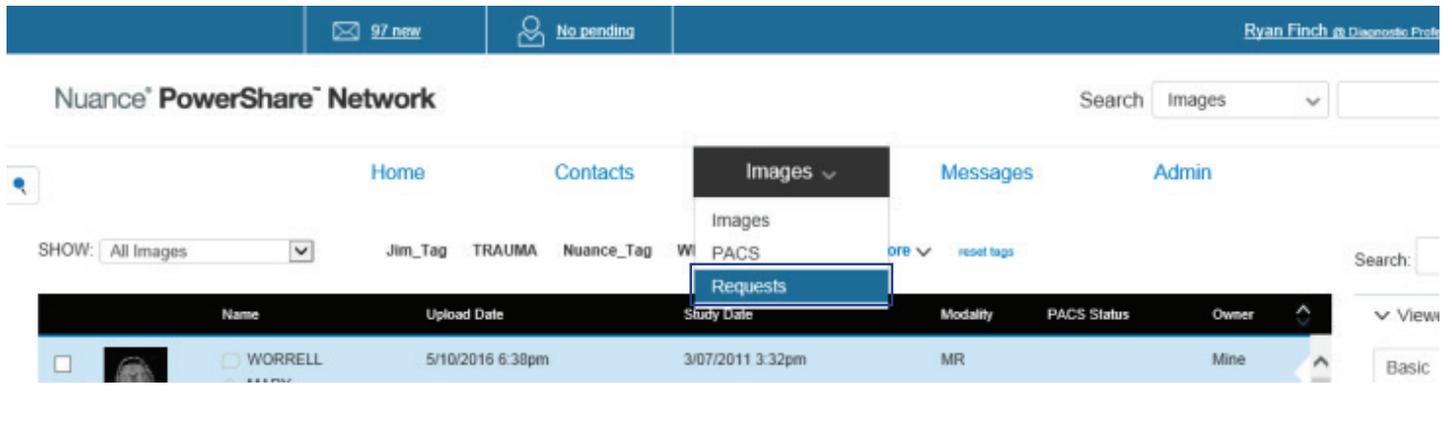
or

### FULFILLING AN IMAGE REQUEST

#### Step 1:

To fulfill a request, navigate to the Requests Queue which is located under the Images tab drop down.

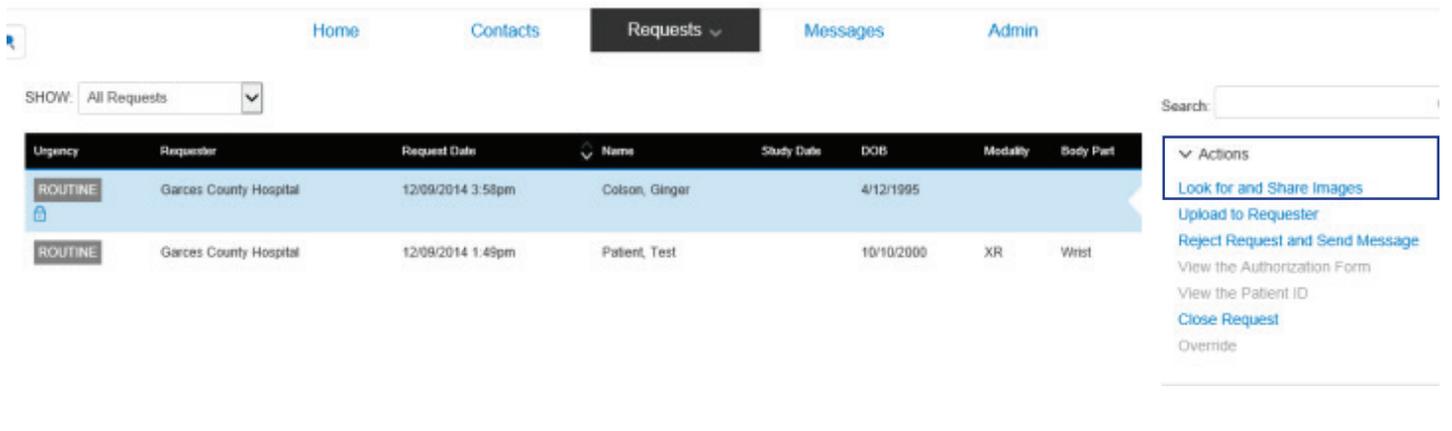
*Note: User must have the file room queue enabled on their account. This can be enabled by the Admin for each users account.*



The screenshot shows the Nuance PowerShare Network interface. At the top, there are notification boxes for '97 new' messages and 'No pending' requests. The user is identified as 'Ryan Finch, Diagnostic Profe'. The main navigation bar includes 'Home', 'Contacts', 'Images', 'Messages', and 'Admin'. The 'Images' dropdown menu is open, showing options for 'Images', 'PACS', and 'Requests', with 'Requests' highlighted. Below the navigation, there is a search bar with 'Images' entered. A table of image requests is visible, with columns for Name, Upload Date, Study Date, Modality, PACS Status, and Owner. The first row shows a request for 'WORRELL' with an upload date of 5/10/2016 6:38pm and a study date of 3/07/2011 3:32pm, with a modality of MR and owner 'Mine'.

#### Step 2:

Highlight the request and make the appropriate selection from the Actions listing.



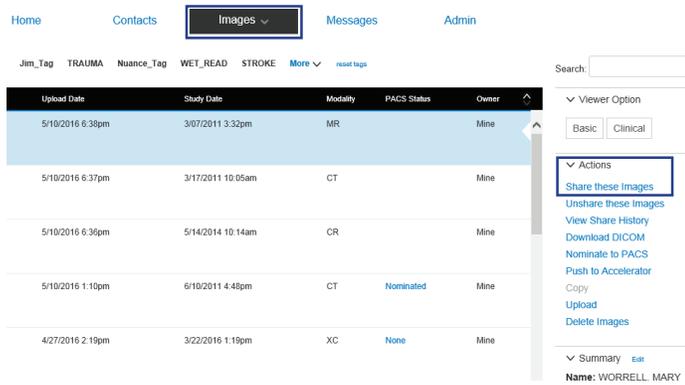
The screenshot shows the Nuance PowerShare Network interface with the 'Requests' tab selected. The navigation bar includes 'Home', 'Contacts', 'Requests', 'Messages', and 'Admin'. The 'Requests' dropdown menu is open. Below the navigation, there is a search bar with 'All Requests' selected. A table of requests is visible, with columns for Urgency, Requester, Request Date, Name, Study Date, DOB, Modality, and Body Part. The first row shows a 'ROUTINE' request from 'Garces County Hospital' with a request date of 12/09/2014 3:58pm, requester 'Cotson, Ginger', study date 4/12/1995, and DOB 10/10/2000. The second row shows a 'ROUTINE' request from 'Garces County Hospital' with a request date of 12/09/2014 1:45pm, requester 'Patient, Test', study date 10/10/2000, modality 'XR', and body part 'Wrist'. An 'Actions' menu is open for the first request, showing options: 'Look for and Share Images', 'Upload to Requester', 'Reject Request and Send Message', 'View the Authorization Form', 'View the Patient ID', 'Close Request', and 'Override'.

If the image does not currently exist in PowerShare you will need to access your PACS system. From your PACS you can select the image(s) that need to be shared and send them directly to your PowerShare location. If direct sending channels have been configured for the requesting facility, you can simply select the facility channel at this point and will have completed the image share. If you do not utilize direct sending channels to facilities, see the next page for information on sharing images from PowerShare.

### SHARING IMAGES

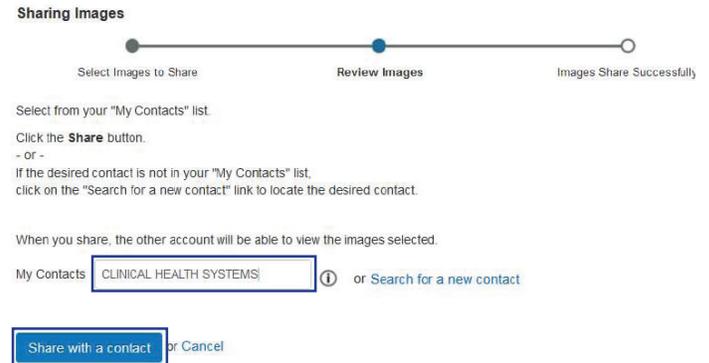
#### Step 1:

Access your PowerShare Images tab. Locate the image(s) you would like to share. Highlight the image(s). Select 'Share these Images' from the Actions list.



#### Step 2:

Enter the Contact facility and click 'Share with a Contact'.

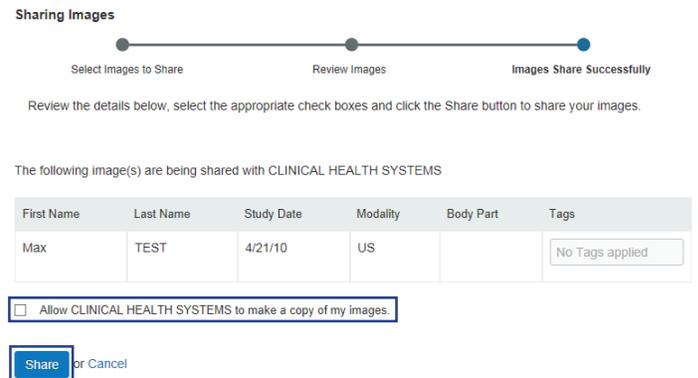


#### Step 3:

After clicking 'Share with a Contact', you are able to either allow or not allow a contact to make a copy of the images you share them.

Click 'Share' to complete the image sharing process.

*Note: Allowing a Contact to copy images allows them to share the images, Push them to their PACS via the Accelerator or Download the DICOM.*



Utilize the Help Menu for additional guidance on items such as:

- Adding hospitals, physicians or patients as a contact
- Adding an attachment to an image set
- Tagging an image
- Commenting on image sets
- Changing your account settings
- And much more