How to Manually Upload a DICOM or non-DICOM study.

Please note that the preferred way to receive DICOMs is through the DICOM transfer process. However, if this is not viable, you can follow these steps to send your study.

1. Login to your account at telemedvet.ambrahealth.com

2. Click on Studies.

3. If your study to upload is a DICOM click on "Upload Studies"; if your image is in JPEG, PDF, AVIs, or MP4 format click on "Upload Non-DICOMs".

    Important: Be sure to click "Upload Studies" if your image is a DICOM (.dcm file type) and choose "Upload non-DICOMS" for other file types (such as .jpg or .pdf files).

4. Click on *Choose file* or use your mouse to drag files to the *Drag File Here* box to add files. If the study has more than one file, you can select multiple files. If the files are in different locations, you can select them one at a time and the number of images will increase each time.

5. You can edit the study description, patient and DOB related to the images by clicking on the pencil icon: ✎ . This is not required but highly recommended to avoid using default fields. Additionally, fill out as many of the fields in the exam details Click done once all desired fields are updated in pop-up box.

    > a. Note: enter DOB with the following format: mm-dd-yyyy. Be sure to have leading zero for single digit months and years. For example, January 01, 2000 would be input as 01-01-2000. Example below.

Edit Study Information

Description	Patient Name	DOB
Ultrasound Abdomen	I.M. Nemo	01-01-2000

Clear Edits   Cancel   **Done**

6. Click Upload Selected Studies.

Upload Selected Studies

7. Navigate to *Activities* >> *Studies*. The study should now appear in your list of studies to edit. Please process like you would any other study but since there are not DICOM tags being imported, there will be many more null fields to fill out.