

# How to Send UCLA Radiology Exam Images Electronically

<https://www.uclahealth.org/radiology/send-images>

## For Patients

### For Patients

- COVID-19 Message
- Schedule an Appointment >
- Procedure Preparation
- Request a Copy of Your Imaging Study
- Send Us Your Images - UCLA Radiology Connections
- Our Locations
- Clinical Trials
- Clinical Programs
- Patient Referrals
- Imaging Technology
- Imaging Specialties
- Patient Resources
- Pediatrics/Children Imaging
- Preparation Videos
- Real Question Videos
- Patient Stories >
- Patient Care News

Home > For Patients > Send Us Your Images - UCLA Radiology Connections

## Send Us Your Images - UCLA Radiology Connections

Share this



UCLA Radiology now offers patients and healthcare providers a safe and secure way to send medical images electronically.

If this is an Emergency, please dial 911

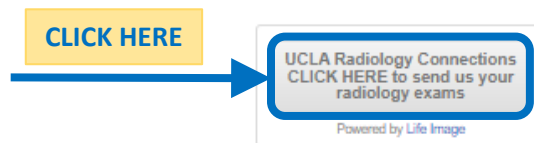
### Please note:

1. Processing the uploaded images could take up to 24 hours before they are available to UCLA providers.
2. Unless you are a physician, please do not upload images if you do not have a scheduled appointment.
3. Please leave an accurate phone number, as we may need to validate your information on the phone.

If you have your non-UCLA Radiology Medical Images on a CD or USB flash drive and want to share them with a UCLA Radiology provider, please click below.

Towards the center of the webpage click the box that reads:

**UCLA Radiology Connections  
CLICK HERE to send us your radiology exams**



- Click on the "UCLA Radiology Connections CLICK HERE to send us your radiology exams" button.
- Click on the "Request a Connection" button.
- Fill out the form to request permission to upload your Imaging exams and click on the "Send Request" button when done. This will send the request to our department and send you an email confirmation.
- You will receive a welcome email containing an access code and link to get started.
- Click on the link and enter your access code when prompted.
- Put your CD into your CD/DVD drive (Or insert USB drive) and follow the instructions to upload your medical images.

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## NEXT PAGE

Click on the blue box that reads

**Request a Connection**

LifeImage® Connections Login

**UCLA Health**

**UCLA RADIOLOGY CONNECTIONS**

UCLA Radiology is committed to providing outstanding patient care by combining excellence in clinical imaging, research, and educational programs with state-of-the-art technology. Our Department faculty and research programs are internationally recognized. We maintain strong interdisciplinary links with other departments within the Medical Center, and the UCLA campus. This strong collaborative interaction between research and clinical practice allows us to rapidly implement new, and sometimes revolutionary, imaging and therapeutic innovations.

**CONTACT INFORMATION**

UCLA Westwood Image Library (310) 794-1415  
UCLA Santa Monica Image Library (424) 259-8701

**LOCATIONS**

200 MED PLAZA  
SUITE B165-11  
Los Angeles, CA 90024

**Connect to Share Exams**

Request a connection to this provider to securely share imaging exams.

**Request a Connection**

**CLICK HERE**

## NEXT PAGE

Fill in all sections of the **Connection request** screen

Once completed click

**Send Request**

Connection request × \* = Required fields

**PATIENT INFORMATION**

\* First name:  \* Last name:

\* Date of birth:   
mm/dd/yyyy

Do you have a physician here? If so, who?:

Physician's department:

\* Why do you want to share exams?:

Additional information to help us process your request (second opinion, visit preparation, current diagnosis...)

**YOUR CONTACT INFORMATION**

\* Relationship to the patient:

\* First name:  \* Last name:

\* Email:

\* Confirm email:

\* Phone:

Institution name:

**Cancel** **Send Request**

## NEXT PAGE

This screen confirms you have completed your request to send images.

You will now be sent an email to the email address you provided on the Connection request screen

LifeImage® Connections Login

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**Thank You**

Your request has been sent. Next steps will be sent to the email address you provided.

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## NEXT STEP

- **Open the Email** you provided on the previous screen.

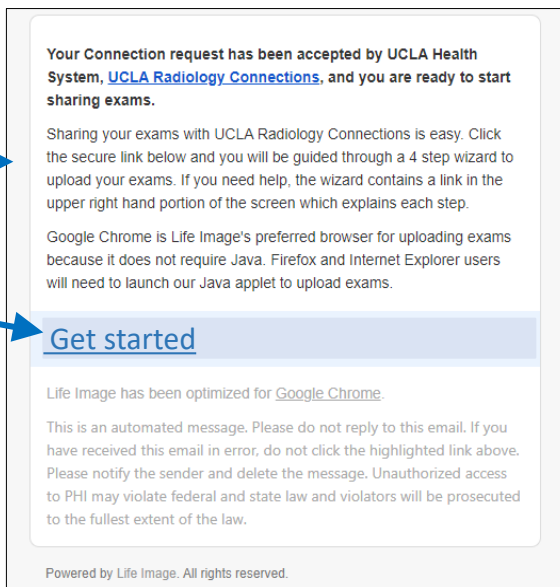
It is strongly recommend to open and login to the email you provided using the internet browsers **Google Chrome -or- Microsoft Edge**.  
The email you receive will be from LIFE IMAGE.

- You will receive 2 separate emails from LIFE IMAGE.

Open the email that reads  
**“Welcome”** in the subject title.

The body of the email will  
contain the screen shown here

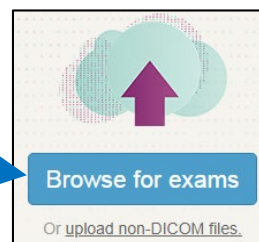
Click on [Get started](#)



- The next screen will display a license agreement. Read it and click [Accept](#) to proceed

**PLEASE NOTE:** Images received electronically from outside institutions via email containing a download link must be downloaded onto your computer before uploading to this site. Follow instructions provided from the outside institution to download images before uploading and sending to UCLA.

- Insert the CD containing Radiology Images now into your computer's DVD drive
- If you have images stored on a USB flash drive, insert the drive into your computer USB port
- Once you have inserted the CD, or downloaded images onto your computer, click on [Browse for exams](#)



**Do NOT click** [upload non-DICOM files](#)

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After clicking BROWSE:

- **For CD uploads:** select and single click on DVD drive then **click upload**
- **For USB/flash drive uploads:** select and single click the USB drive then **click upload**
- **For Downloaded exam uploads:** single click the folder on your computer the exams have been downloaded to. **Then click upload** – exams may also be found under your recent downloads

- Patient exam information will appear on the screen. Select the exams to be uploaded by clicking in the boxes

PATIENT NAME	DATE OF BIRTH	GENDER	SELECT	MODALITY, DESCRIPTION	DATE
Patient name will appear here	Date of Birth		<input checked="" type="checkbox"/>	1st Exam Type - Description	Exam Date
			<input type="checkbox"/>	2nd Exam Type - Description	Exam Date
			<input checked="" type="checkbox"/>	3rd Exam Type - Description	Exam Date

- Click **Continue** to proceed once exams have been selected

- Fill in the contact information on the next screen

Click **Continue** once completed

Who should we contact if there are questions? \*

\* First name

\* Last name

\* Phone

\* Email

Optional Message

- Exam(s) will begin to upload. A progress bar will display on the screen as exams are uploading. Internet speed may vary per house hold and affect speed of uploading

Progress bar

Uploading... x

61%

PATIENT NAME	DATE OF BIRTH	GENDER
Patient Name		

MODALITY, DESCRIPTION	DATE
Exam type	Date of exam

- Once the progress bar turns green and reads **Upload complete**, the exam(s) you selected have uploaded.

Click **Finish uploading** to send and close

Upload complete ✓

100%

Upload more files Finish uploading

If you have more exams to send from another disc **click** **Upload more files** and the process will return to the Browse for exams step. Follow this process over to send the additional exams.