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

**UCLA Radiology Connections**

CLICK HERE to send us your radiology exams

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If this is an Emergency, please dial 911

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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 non-UCLA Radiology Medical Images on a CD or USB flash drive and want to share them with a UCLA clinician, please click below:

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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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**How to Send UCLA Radiology Exam Images Electronically**

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

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How to Send UCLA Radiology Exam Images Electronically

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

**NEXT PAGE**

Click on the blue box that reads Request a Connection

**NEXT PAGE**

Fill in all sections of the Connection request screen

Once completed click 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
How to Send UCLA Radiology Exam Images Electronically
https://www.uclahealth.org/radiology/send-images

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.
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

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

- Fill in the contact information on the next screen

  **Click**  **Continue**  **once completed**

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

  ![Progress bar](image)

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

  ![Upload complete](image)

  **Click**  **Finish uploading**  **to send and close**

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.

For support uploading images contact Life Image at (877) 959-5615 or support@lifeimage.com