

How to Send UCLA Radiology Exam Images Electronically

GO TO: www.uclahealth.org/radiology/send-images

- Click on the section that reads: *send us your radiology exams with this link*
- Next page - Click **Request a Connection**
- Complete the patient information on the **Connection request** screen, then click **Send Request**
- **NEXT STEP** - Open the Email you provided. You will receive 2 emails from LIFE IMAGE. Open the email with “**Welcome**” in the subject title and click [Get started](#)

Although other internet browsers may be used, we strongly recommend using **Google Chrome** or **Microsoft Edge** to open and log into your email

- The next screen will display a license agreement. Read and click **Accept** to proceed
- 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

NOTE: Images received electronically from outside institutions must be downloaded onto your computer before uploading. Follow instructions provided from the outside institution to download images before uploading.

- On the next screen click **Browse for exams**
- **For CD uploads:** select and single click on DVD drive then **click upload**
- **For USB flash drive uploads:** single click on the USB drive then **click upload**
- **For downloaded exam uploads:** single click the folder on your computer the exams have been downloaded to and then **click upload** – exams may also be found under your recent downloads
- The patient exam information will appear on the screen. Select the exams to be uploaded by clicking in the check boxes - Click **Continue** to proceed
- 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 images are uploading, internet speed may vary per household and affect speed of uploading
- Once exams have uploaded the screen will read **Upload complete** ✓
- Click **Finish uploading** to send your images
- **If more exams need to be uploaded click** **Upload more files**, the process will re-start at the Browse for exams step.