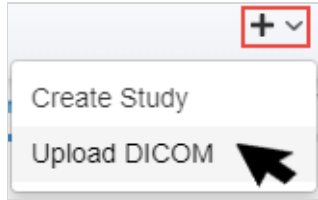




Upload DICOM in Tricefy

Last Modified on 2023-08-21 17:48

To create a study **with** DICOM, upload the examination by selecting **Upload DICOM** from **+** menu at the top of the Study List or Consults screen:



If you are creating a study **without** DICOM, such as a study that only contains PDF documents, refer to the link below:

 [Creating a Study without DICOM](#)

When uploading DICOM, a pop-up window displays so you can select files from your computer/network:

[Back](#) Upload DICOM Files

Account

BN

inprogress ▼

Filename	Type	Size	Status	DICOM	Progress
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Files

Choose Files

No file chosen

Begin Upload

- If you are a member of multiple clinics, confirm the clinic shown in the **Account** field is correct. To change the clinic, choose another option from the drop-down menu.

Next, select **Choose Files** to browse to a location on your computer/network and select your files. Selected files will display under **File Name**.

inprogress ▼					
Filename	Type	Size	Status	DICOM	Progress
20160825-KRISTI.dcm		290760	pending	Yes	

- The **Status** column indicates if the file is **Uploaded**, **Pending** upload (either because the **Begin Upload** button was not selected or because the file is in queue) or **Failed** to upload.
- The **Progress** column displays a progress bar that turns **blue** as the file is uploaded

Tricefy will create the study from the file(s) and use the date, patient name, and other information that was entered into the imaging system when performing the exam.


Verification

To make sure the study was created, check the **My Activity** tab of the side information panel on your study list. It should say a study was created and provide a link.


ACCOUNT ACTIVITY

MY ACTIVITY

TODAY

 bree@imaging.com (you)

Study created:
→ 2016-08-25 7:43 PM KRISTI a few seconds ago

 bree@imaging.com (you)

Uploaded a new file
2016-08-25 7:43 PM KRISTI a few seconds ago