

## HOW TO SEND EXAMS USING THE GUEST UPLOADER

Guest uploaders allow referring providers and new patients to upload exams directly to your organization's account through a customizable web page without requiring a Nucleus account.

### Guest Uploader

An Organization or a Professional will provide a Guest Uploader URL that will direct to an intake form.

### Intake Form

Once the guest uploader URL is clicked, an intake form will appear.

- **Step 1:** Complete the fields on the intake form under Patient Information.
- **Step 2:** Add comments and a recipient name (optional).
- **Step 3:** Select 'Next' to continue.

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nucleus.io

Intake Form    Select Folder    Select Exams    Upload

Patient Information **1** [Clear Patient Info](#)

TITLE

FIRST NAME  Required    MIDDLE NAME     LAST NAME  Required    SUFFIX

DATE OF BIRTH  Required    PHONE NUMBER  Required    EMAIL ADDRESS  Required

DO-MMM-YYYY    (###) ###-####

ADDRESS

CITY     STATE  Select...    ZIP

Sender Information [Clear Sender Info](#)

TITLE     NAME  Required    INSTITUTION

PHONE NUMBER  Required    EMAIL ADDRESS  Required

(###) ###-####

COMMENTS **2**

Add comments for the recipient.

RECIPIENTS

Recipient name or department  **2**

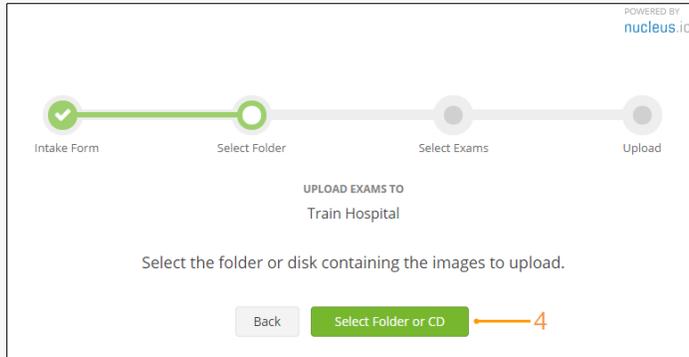
**Next** **3**

**Note:** The fields will vary depending on the guest uploader configuration from the Organization or Professional.

## Guest Uploader

### Select Folder

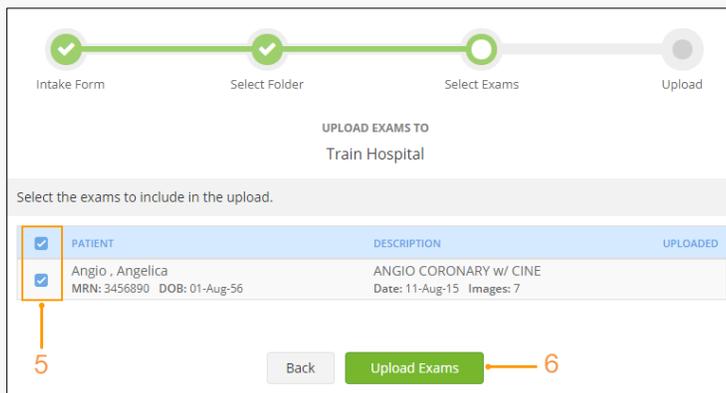
- **Step 4:** Select 'Folder or CD' to locate exams for upload. After selecting the location, the uploader scans for DICOM files.



### Select Exams

When scanning is complete, a list of available exams appears on the screen.

- **Step 5:** Select the exams to include in the upload.
- **Step 6:** Select 'Upload Exams'



### Upload

During upload you can see the upload progress, view stats or cancel upload. The uploader will display a success message when uploading is complete.

