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.

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.
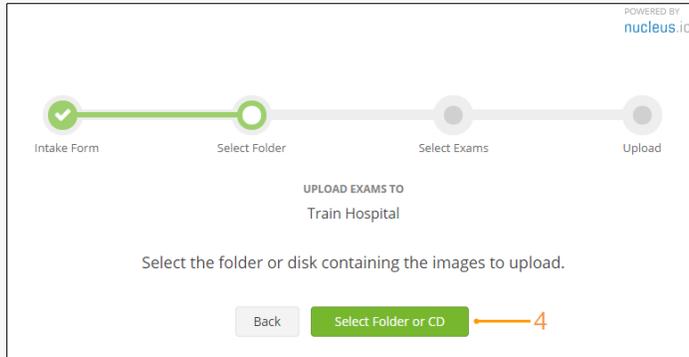
Select Exams

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'
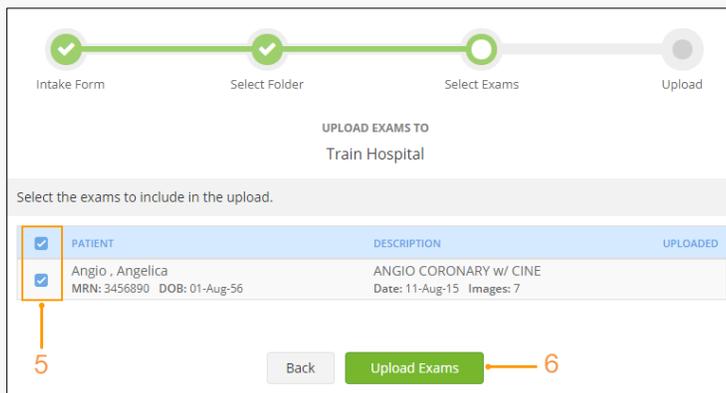
Upload

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

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