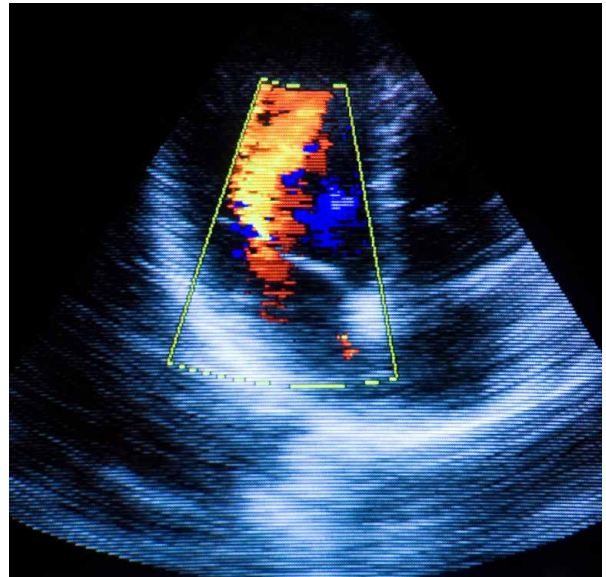


# A Step-by-Step Patient Guide to Upload Medical Images to Cleveland Clinic



Sydell and Arnold Miller Family Heart, Vascular and Thoracic Institute

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If you have questions or need help during the upload process, please go to [support.ambrahealth.com](https://support.ambrahealth.com) or call 888.315.0790 for 24/7 support.

# Upload Your Images

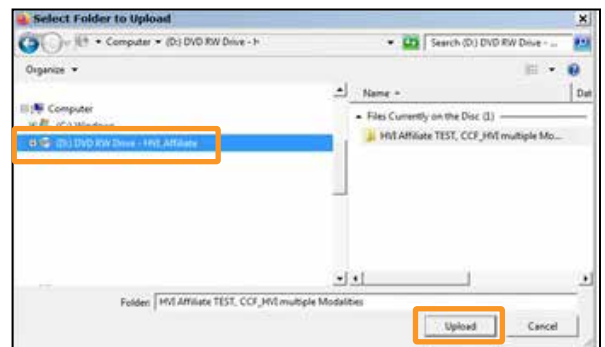
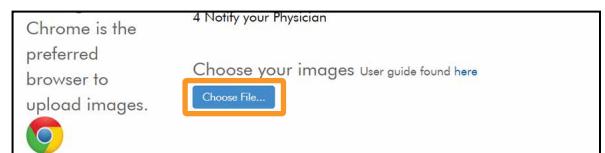
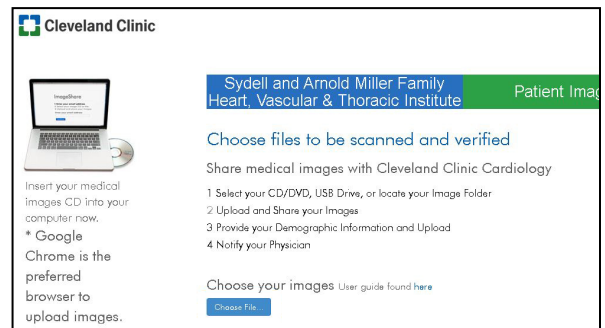
## Using Google Chrome, Microsoft Edge or Firefox Browsers

Before uploading, please confirm only original medical image studies are on the CD/DVD or external drive you are using. The system is unable to process .jpg, .pdf or any non-medical file format.

1. Please click on this link or copy and paste it into your browser window to start the image upload process:

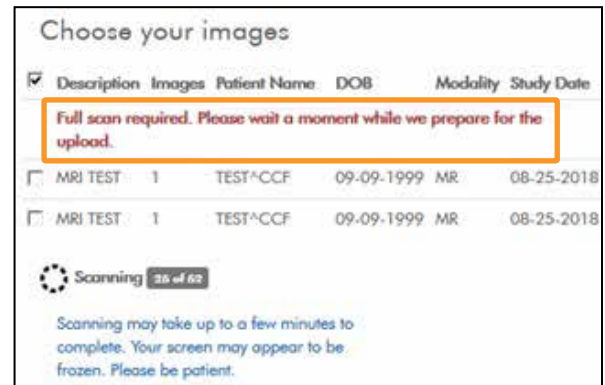
<http://itransfer.ccf.org/hvi>

2. Click on the **Choose File** button to upload from a CD/DVD or external drive.
3. Select the appropriate drive (for example, D: DVD), then click the **Upload** button.



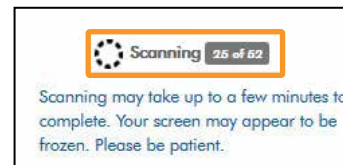
# Upload Your Images

4. The program will scan for images on the CD/DVD or external drive.

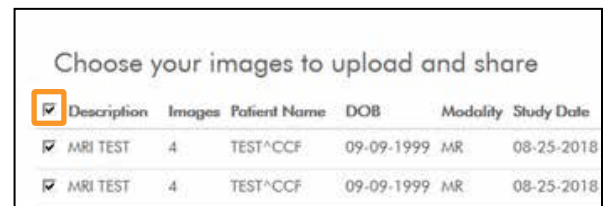


5. Scanning is in progress ...

**Note:** If the scan takes more than 10 minutes, there is likely a problem with the images, CD/DVD or external drive.

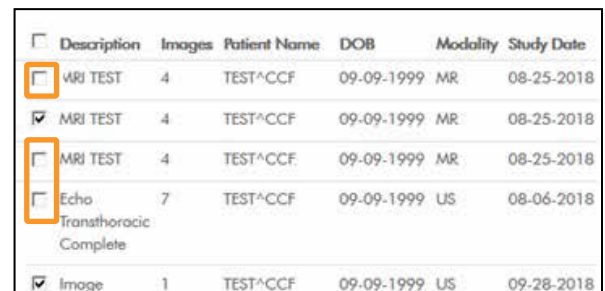


6. Once scanning is complete, choose the images to upload to Cleveland Clinic.



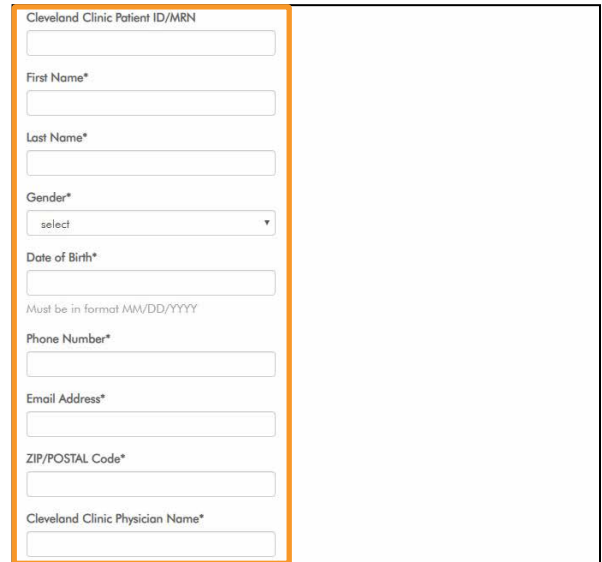
7. All images will automatically be selected. You can de-select by clicking on the **checkmark**.

If you aren't sure which images are needed, please send all images.



# Upload Your Images

8. Provide all required information.  
Required fields are marked with an asterisk (\*).



Cleveland Clinic Patient ID/MRN

First Name\*

Last Name\*

Gender\*

Date of Birth\*

Must be in format MM/DD/YYYY

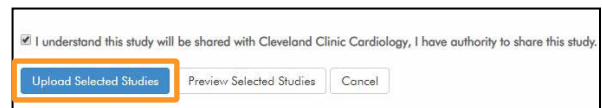
Phone Number\*

Email Address\*

ZIP/POSTAL Code\*

Cleveland Clinic Physician Name\*


9. Click the **Upload Selected Studies** button.



I understand this study will be shared with Cleveland Clinic Cardiology, I have authority to share this study.

Upload Selected Studies Preview Selected Studies Cancel

10. You should see a progress bar displaying the upload status. Please wait until the progress bar reaches 100%.



I understand this study will be shared with Cleveland Clinic Cardiology, I have authority to share this study.

89%

Upload Selected Studies Preview Selected Studies Cancel

11. The image upload is complete.



Sydell and Arnold Miller Family Heart, Vascular & Thoracic Institute Patient Image Upload

Choose files to be scanned and verified

Your images were uploaded and shared with Cleveland Clinic Cardiology

12. **If you do not have other images or reports to upload**, click the (x) in your browser to close it.

Proceed to Page 10 and review the “Notify Your Doctor” section.

**If you have additional images or medical reports to upload**, do **not** close the browser and proceed to Page 9.



Ambra | Load DICOM Data

https://cchvi.ambrahealth.com/load.html?share\_cod

# Upload Your Images

## Using Internet Explorer Browser

Before uploading, please confirm that only original medical image studies are on the CD/DVD or external drive you are using. The system is unable to process .jpg, .pdf or any non-medical file format.

1. Please click on this link or copy and paste it into your browser window to start the image upload process:

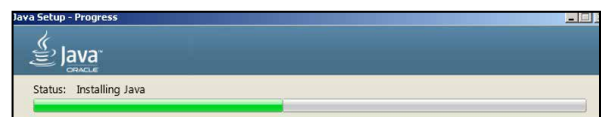
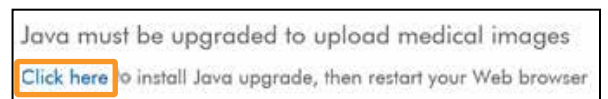
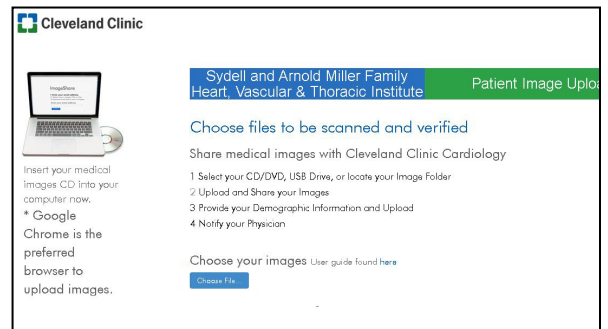
<http://itransfer.ccf.org/hvi>

2. You may need to install or upgrade Java the first time you upload images.

If Java is already installed/updated, go to Step 3.

To download Java:

- Click the **Java Download** button.
- Click the **Install** button.
- The progress bar will display the status of Java installation.
- Once the installation is complete, click (x) to close the Java tab on your browser window.

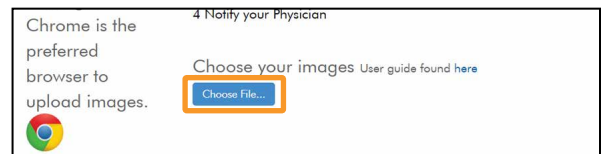


# Upload Your Images

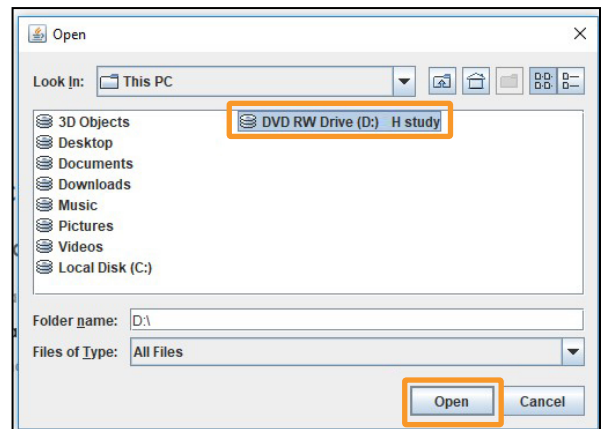
3. Click the **Run** button to start the DICOM Grid Java Uploader.



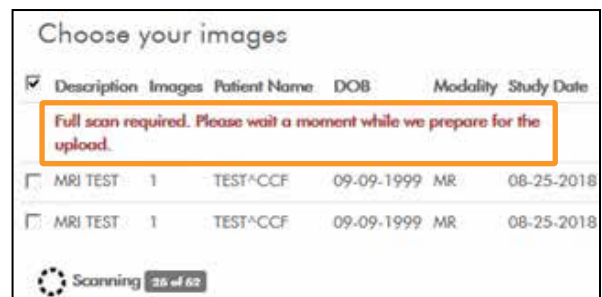
4. Click on the **Choose File** button to upload images from a CD/DVD or external hard drive.



5. Select the appropriate drive (for example, D:DVD), then click the **Open** button.



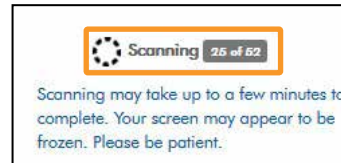
6. The program will scan for images on the CD/DVD or external drive.



# Upload Your Images

7. Scanning is in progress ...

**Note:** If the scan takes more than 10 minutes, there is likely a problem with the images, CD/DVD or external drive.



8. Once scanning is complete, choose the images to upload to Cleveland Clinic.

Choose your images to upload and share

<input checked="" type="checkbox"/>	Description	Images	Patient Name	DOB	Modality	Study Date
<input checked="" type="checkbox"/>	MRI TEST	4	TEST^CCF	09-09-1999	MR	08-25-2018
<input checked="" type="checkbox"/>	MRI TEST	4	TEST^CCF	09-09-1999	MR	08-25-2018

9. All images will automatically be selected. You can de-select by clicking on the **checkmark**.

If you aren't sure which images are needed, please send all images.

<input type="checkbox"/>	Description	Images	Patient Name	DOB	Modality	Study Date
<input type="checkbox"/>	MRI TEST	4	TEST^CCF	09-09-1999	MR	08-25-2018
<input checked="" type="checkbox"/>	MRI TEST	4	TEST^CCF	09-09-1999	MR	08-25-2018
<input type="checkbox"/>	MRI TEST	4	TEST^CCF	09-09-1999	MR	08-25-2018
<input type="checkbox"/>	Echo Transthoracic	7	TEST^CCF	09-09-1999	US	08-06-2018

10. Provide all required information.

Required fields are marked with an asterisk (\*).

Cleveland Clinic Patient ID/MRN

First Name\*

Last Name\*

Gender\*

Date of Birth\*

Must be in format MM/DD/YYYY

Phone Number\*

Email Address\*

ZIP/POSTAL Code\*

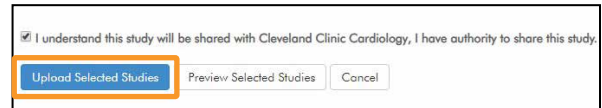
Cleveland Clinic Physician Name\*

Message



# Upload Your Images

11. Click the **Upload Selected Studies** button.



12. You should see a progress bar displaying the upload status. Please wait until the progress bar reaches 100%.



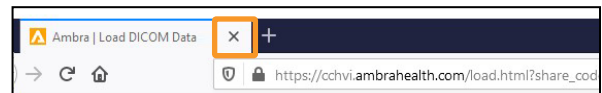
13. Image upload completed.



14. **If you do not have other images or reports to upload**, click the (x) in your browser to close it.

Proceed to Page 10 and review the “Notify Your Doctor” section.

**If you have additional images or medical reports to upload**, do **not** close the browser and proceed to the instructions below.

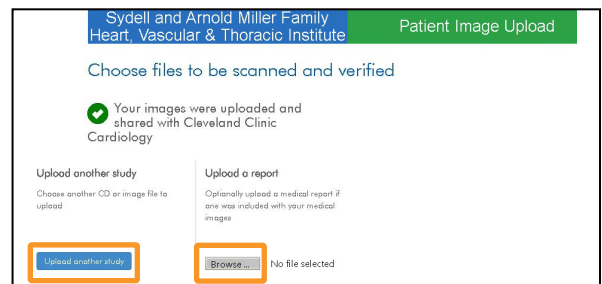


## Upload Additional Images or Medical Report

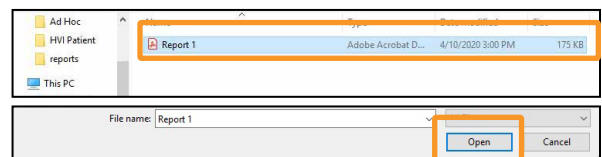
You can continue to upload additional images by clicking **Upload another study** or upload a medical report by clicking the **Browse** button.

The steps below detail how to upload a medical report.

1. Click the **Browse** button.

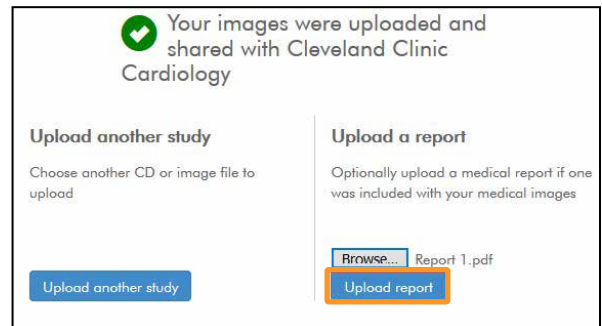


2. Select the medical report to upload and click **Open** button.

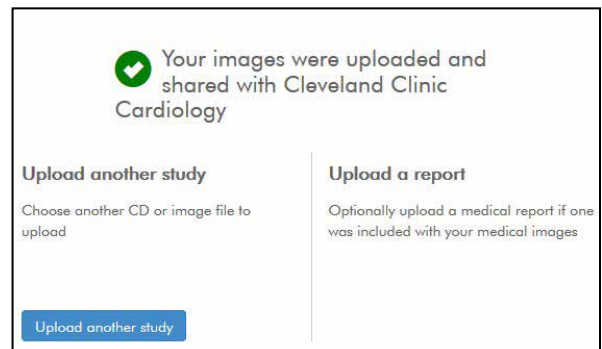


# Upload Your Images

3. Click the **Upload report** button.



4. The report upload is complete.



5. Click (x) to close your browser window.



## Notify Your Doctor

### Important

- If your doctor asked you to send images and reports, please contact his/her office to let them know the upload is complete.
- Your doctor will be able to see the uploaded files within 24 hours.

# Technical Support

If you have any questions, please go to [support.ambrahealth.com](https://support.ambrahealth.com) or call 888.315.0790 for 24/7 support.

- Every page has live on-line Ambra Health support available by clicking the **Support** button in the lower right-hand corner.
- Technical support options for live chat and email are available by clicking the **Ask** link.
- Start a conversation with Ambra Health.

