Change Healthcare Stratus Imaging Share Guest Upload of Exams

Quick Notes

Referring providers and patients can upload exams to Change Healthcare Stratus Imaging Share, without requiring a user account.

Note: Administrators can create one or more guest uploader URLs with associated intake pages. Settings for each configuration determine the information and fields available on the intake page, such as the required information about the sender and patient.

Upload workflow

1. Navigate to the intake page using the URL provided by your administrator.

For assistance, contact the healthcare facility or professional who sent your images.
Patient access is for informational purposes only and is not intended for diagnostic use.

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2. Complete the intake form. The fields vary depending on the guest uploader configuration. All fields labeled with Required must be completed before proceeding to the next step.
3. Optionally, add comments and a recipient name.
4. Click **Next** to continue.
5. Click the **Select Folder or CD** button to locate exams for upload.

The file scan starts.

Note: When available, the exam index (DICOMDIR) is used to identify files for upload. If an index is not available, all files in the selected folder are individually scanned. Scanning may take some time depending on the quantity of files. If you do not want to proceed with the upload, you can cancel the scan.

When scanning is complete, a list of available exams is displayed.

Exams uploaded previously appear dimmed. In addition, a check mark is displayed in the UPLOADED column.

Note: If the upload list shows previously uploaded exams or patient data warnings, see information in Previously-uploaded exams and Patient information mismatch before continuing the upload.

6. Select the exams to upload.
7. Click **Upload Exams**. The upload progress is indicated as a progress bar and as percentage completed.
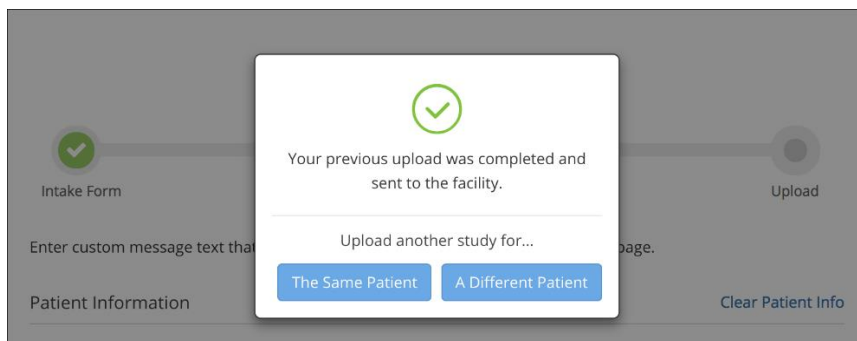
Notes:

- You can cancel the upload while it is in progress. To do so, click **Cancel Upload**. Canceling an upload may result in partial upload of exams. See Previously-uploaded exams for more information.
- You can view upload statistics. To do so, click the **View Upload Stats** link.
- To prevent the upload from being prematurely terminated, the user inactivity timeout is not enforced while an upload is in progress. Once the upload is completed, the inactivity timer restarts.

A message is displayed when uploading is complete.
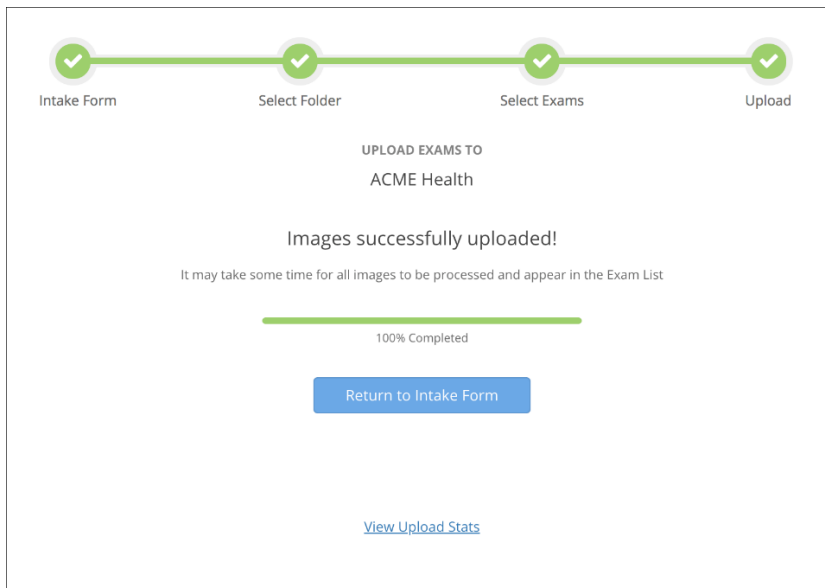
Note: Exams are listed in the sharing list only after their images are processed in the system. Processing may continue for several minutes after file transfer completes.

8. To upload additional exams, click **Return to Intake Form**, and then select to upload an exam for the same or for a different patient.

Otherwise, close the guest uploader page.

Change Healthcare Stratus Imaging Share
Create a Guest Upload Form
Quick Notes

Referring providers and patients can upload exams to Change Healthcare Stratus Imaging Share, without requiring a user account.

You can create one or more guest uploaders with associated intake pages for the current facility. Settings for each guest uploader determine the information and fields available on the intake page such as required sender information, patient information, etc. The guest uploader link can then be sent to providers or patients.

The information entered in the guest uploader intake form is available and searchable on the sharing list page.

The configuration options can be accessed on the **My Facility > Uploaders** page, on the Guest tab.

The list of the guest uploaders for the current facility is sorted alphabetically by source name.

Add a guest uploader

1. Click the Add Guest Uploader link. The Create New Guest Uploader dialog box is displayed.

2. Provide a name for the uploader in the SOURCE NAME field.
3. Configure the intake settings. To do so:

- In the COLLECTION INFORMATION list, select an option to designate the available fields on the intake page:
- Select **Patient Details** to configure the intake form to include patient information fields.
- Select **Sender Details** to configure the intake form to include sender information fields.
- Select **Patient & Sender Details** to configure the intake form to include both patient and sender information fields.
- Select **Show Logo** to display a logo on the guest uploader intake page.
- Select **Custom Message** to enter a custom message to display on the intake page.
- Select **Show Attachments Stage** to present the uploader with the option to add attachments during upload.

4. Click **Save**.
5. The guest uploader is saved and the URL for the intake page is automatically generated (displayed in the INTAKE PAGE URL field). The URL cannot be edited.

6. Click **Copy** to copy the guest uploader intake page URL, or select **View** to open the intake page in a separate browser tab.

Manage guest uploaders

In the **ACTIONS** column, optionally do one of the following for the configured guest uploader:

- To edit its settings, click **Edit**.
- To delete the guest uploader, click **Delete**