Lila / *lifeIMAGE™* User Instructions



- 1) Launch a browser from a desktop on the hospital network. Internet Explorer works well, but other browsers such as Chrome or Firefox may also be compatible depending on version.
- 2) Type <u>*lila.mountsinai.orq*</u> into the address bar and hit <ENTER>. You may wish to set a bookmark to return to this site more easily for future uploads.
- 3) This brings you to the *lifeIMAGE* login screen:

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	Password:		
	•••••		
	Log in		

- 4) Enter your enterprise username and password in the indicated fields. This is the same combination you use to check your Outlook email or log into the Mount Sinai network.
- 5) The first time you log in you will be asked to provide demographic information. Please complete at least the minimum fields (indicated with an asterisk), including your profession and specialty. Then click "**Continue**".

It is possible for a user to enroll in one or more groups in *lifeIMAGE* during the initial registration. Groups allow users to share imaging more easily to facilitate consultations and/or operative planning. This enrollment may also take place later by contacting Radiology IT personnel, or by editing the user profile fields.

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6) After logging in you will reach the *lifeIMAGE* home screen. To upload a study click on the "**Upload Exams**" button in the upper left corner:

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lifeIMAGE [™]	Search exams	Q Search Search	Welcome, Bradley Delman Help Account settings Log out
Upload exams	InBox		
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7) As the uploader initializes you may see a Java warning message:

Secu	ity Warning
9	Block potentially unsafe components from being run?
	Application: UploaderApplet
	Java has discovered application components that could indicate a security concern. Contact the application vendor to ensure that it has not been tampered with.
	Block Don't Block
!	The application contains both signed and unsigned code. More information

If so, click "Don't Block" to allow the appropriate applet to run.

8) Insert the patient data CD into the CD-ROM drive. You may see the following message, indicating that the CD is trying to run its own software. Click the go-away "X" in the right upper corner, because this software will slow or hamper uploading of the exam(s) into the local server.



Note that you <u>may</u> insert the CD earlier in this process, but failure to disable CD software may significantly prolong the upload process.

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9) On the upload screen, click "Find exams on CD/DVD":



- 10) The lifeIMAGE applet will indicate the NAME and DOB of the patient on the disk. Confirm that this is correct before proceeding. An incorrect MRN may require a user to re-upload the study(s) from scratch.
 - Next, select which studies to upload by checking the appropriate boxes.

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			MR	HEAD^HEAD	Sep 23, 2013		
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• Then, click "Continue"

11) Enter the patient's Mount Sinai Medical Record Number (MRN) into the designated field. This must be correct since this imaging will become a permanent part of a patient's record (covered in steps 14-17)

	Then,	click	"U	pload	exams'
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12) The studies should now begin to upload. Progress is monitored by the advancing blue bar across the upload and exam data boxes.

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13) (OPTIONAL) Once the progress bar has advanced to 100%, the uploaded studies can be viewed <u>instantly</u> in the *lifeIMAGE* browser, by selecting the "**Viewer**" tab at the top of the screen.



IMPORTANT: Storage on the Lila server is quite limited, and currently studies remain <u>for less</u> <u>than two weeks</u> before they are automatically deleted to make space for new uploads. Therefore, Lila is <u>not</u> a reliable long-term storage option. For long-term storage, proceed with PACS nomination below.

- 14) Once the exams have loaded, they must be nominated for transfer to be viewable on a PACS workstation:
 - Click on one of the exam boxes to highlight it
 - Click on the "PACS" tab at the top right of the screen to show the PACS nomination screen.

	InBox	Summa	ry Viewer Repor	ts Download Sha	Help Account settings	Log out
Upload exams	5 exams sorted by <u>newest upload</u>	Guinna	iy vienci ricpu	is soundad ond	Attachments	
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Shared	9/23/2013 ANGIOGRAPHY^NECK					
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PACS	TAGS:		* Priority:	Routine	•	
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NEUROSURGERY	D	elete	Modality:	ст		1
			External exam description:	Vascular^CTA_NECK (Adult)	
			Reason for visit:		^	
					-	
		A	dditional patient history:		•	
			* Apply to:	Only this exam		
				C All from this CD (Vie	ew exams)	
				Nominate Exam		

- 15) Be sure to complete each field marked with an asterisk on the PACS nomination screen.
- 16) Radiology IT personnel will review each case and transfer to PACS on a first-come, first-serve basis. This service is offered during <u>weekday working hours</u>. With the high volume of uploads please allow 24 hours for this transfer.

Because of the large percentage of cases that are identified as STAT priority by uploading clinicians, selecting the "**STAT**" option is unlikely to increase the speed of transfer into PACS. If a certain case requires more rapid handling, please discuss this request with Radiology IT.

There is an option at the bottom to "Apply to All from this CD" – select this option to avoid repeating for each study you had chosen on the upload screen previously.

Upload exams	InBox 5 exams sorted by <u>newest upload</u>	Summary Viewer Reports Download Share PACS Manage Exams Attachments
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nBox (2)	PATIENT^ANN MR 9/23/2013 ANGIOGRAPHY*NECK	Fields marked with an asterisk * are required.
Shared w/ Me PACS Deleted items	PATIENT^ANN CT 9/22/2013 Vascular*CTA_NECK (A TAGS:	Order type: Push to PACS Order secondary read Priority: Routine
IEUROSURGERY	Add tag	* MRN: 7999999 Modality: CT External exam Vascular^CTA_NECK (Adult) description:
		Reason for visit:
		Additional patient history:
		* Apply to: © Only this exam © All from this CD (<u>view exams</u>)

- 17) Click "Nominate Exam"
- 18) Imported studies can be found under the patient MRN in PACS, listed as "OUTSIDE STUDIES." If you view PACS through Epic, cases can be access through the "**External Systems**" menu:

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