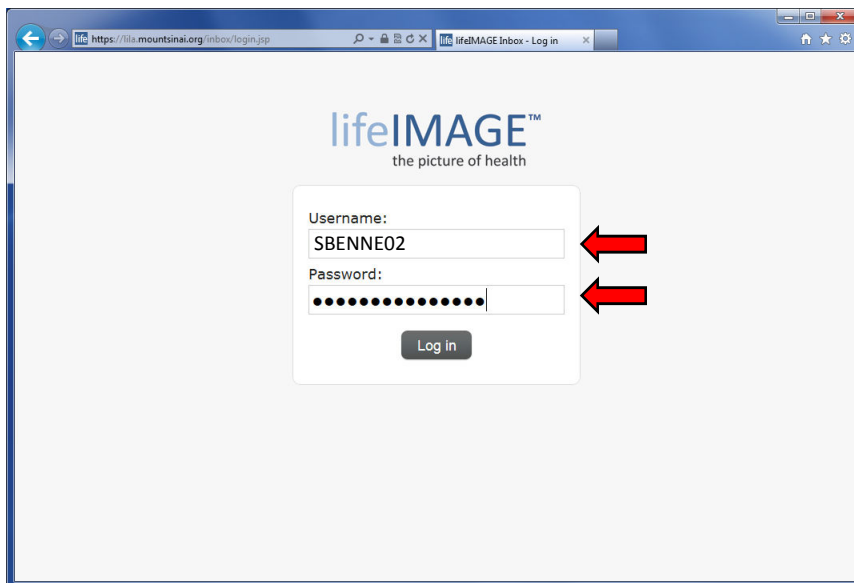


## Lila / *lifeIMAGE*<sup>™</sup> User Instructions



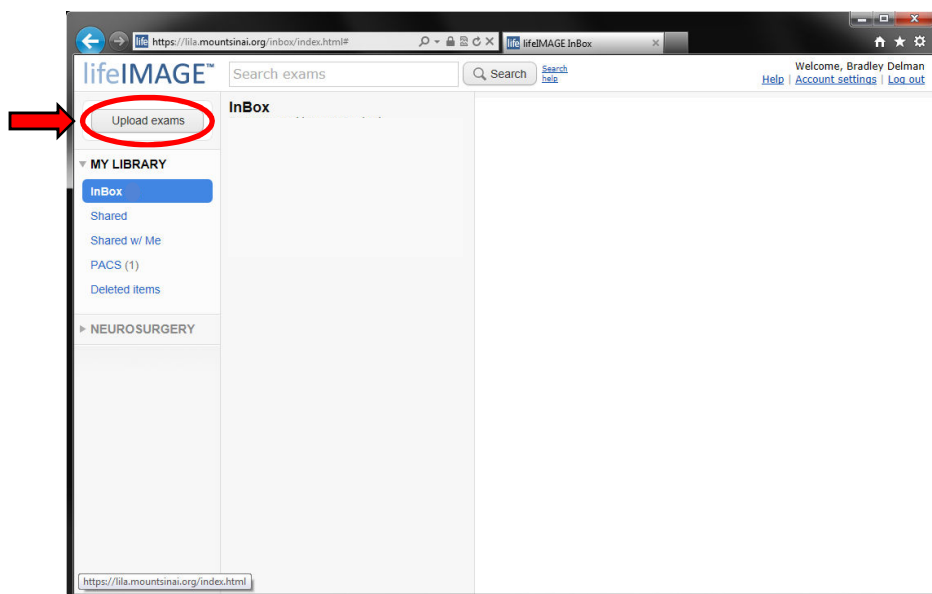
- 1) Launch a browser from a desktop on the hospital network. Internet Explorer works well, but other browsers such as Chrome or Firefox may also be compatible depending on version.
- 2) Type [lila.mountsinai.org](https://lila.mountsinai.org) into the address bar and hit <ENTER>. You may wish to set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



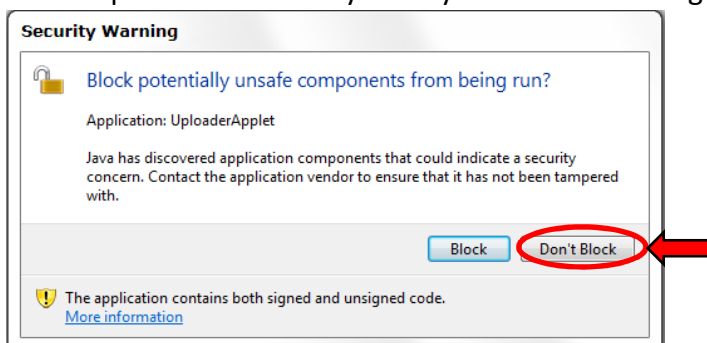
- 4) Enter your enterprise username and password in the indicated fields. This is the same combination you use to check your Outlook email or log into the Mount Sinai network.
- 5) The first time you log in you will be asked to provide demographic information. Please complete at least the minimum fields (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.

- 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:

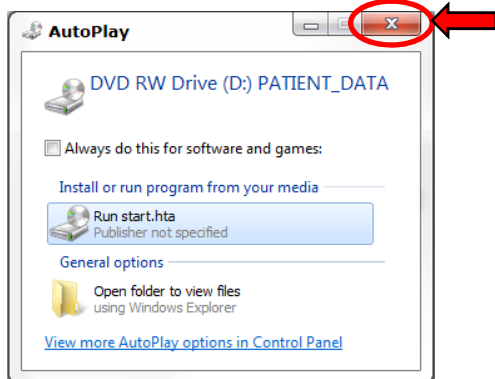


- 7) As the uploader initializes you may see a Java warning message:



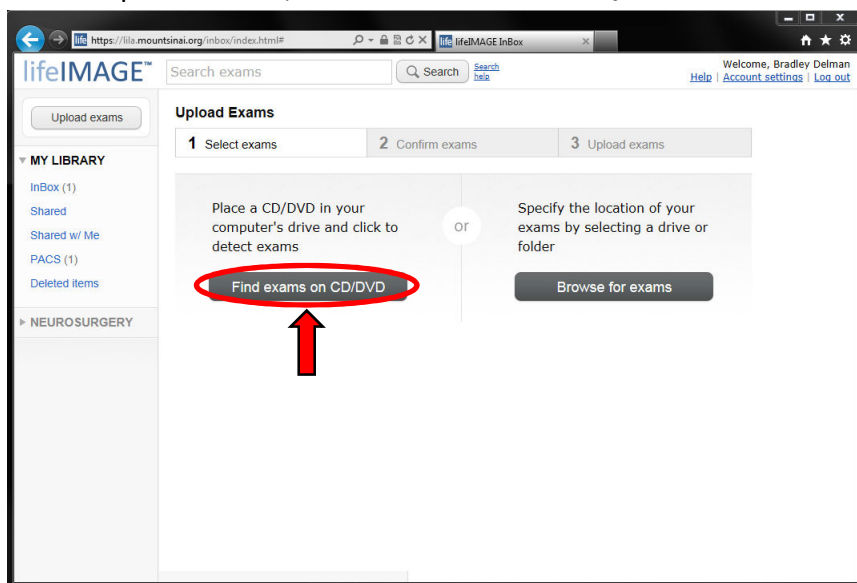
If so, click “**Don’t Block**” to allow the appropriate applet to run.

- 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.



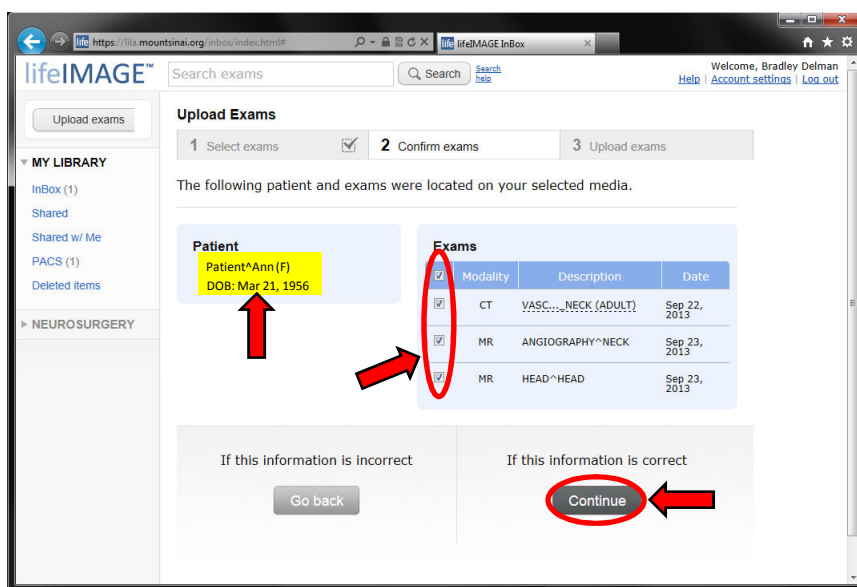
Note that you may insert the CD earlier in this process, but failure to disable CD software may significantly prolong the upload process.

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.
- Then, click “Continue”

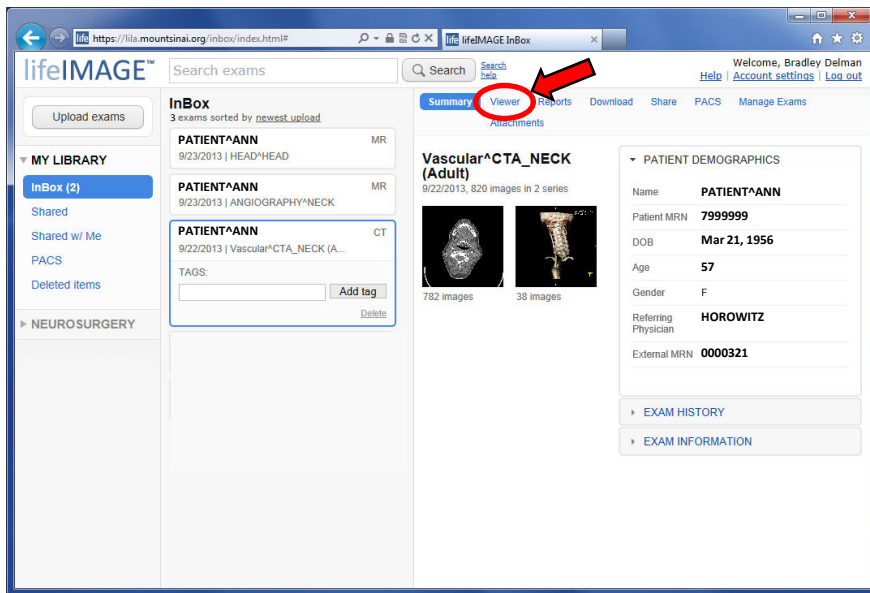


- 11) Enter the patient's Mount Sinai Medical Record Number (MRN) into the designated field. This must be correct since this imaging will become a permanent part of a patient's record (covered in steps 14-17)

Then, click **"Upload exams"**

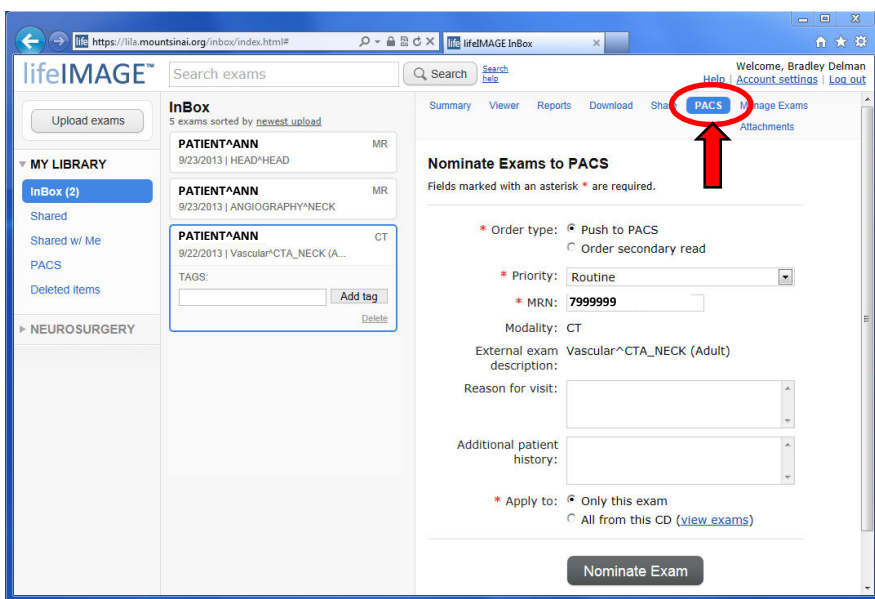
- 12) The studies should now begin to upload. Progress is monitored by the advancing blue bar across the upload and exam data boxes.

- 13) (OPTIONAL) Once the progress bar has advanced to 100%, the uploaded studies can be viewed instantly 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 for less than two weeks before they are automatically deleted to make space for new uploads. Therefore, Lila is not 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.



- 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 weekday working hours. 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.

The screenshot shows the lifeIMAGE InBox interface. On the left is a sidebar with 'MY LIBRARY' and 'InBox (2)'. The main area displays a list of exams and a 'Nominate Exams to PACS' form. The form has several required fields marked with an asterisk (\*): Order type (radio buttons for 'Push to PACS' and 'Order secondary read'), Priority (a dropdown menu), MRN (a text field with '7999999'), Modality (a dropdown menu), External exam description (a text field), Reason for visit (a text field), and Additional patient history (a text field). At the bottom, there is an 'Apply to:' section with radio buttons for 'Only this exam' and 'All from this CD (view exams)'. A red circle highlights the 'Nominate Exam' button at the bottom right of the form.

- 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 accessed through the “**External Systems**” menu:

The screenshot shows the Epic patient record interface for PATIENT ANN. The left sidebar has a red circle around the 'External Systems' menu item. The main area displays the 'External Links' section, which includes links to MUSE, PACS, MAK Imaging, Onbase, and eMedReconciliation. A red arrow points to the 'PACS Link' text. The top of the interface shows patient information: PATIENT ANN, Female, 57 y.o., 3/21/1956, 7999999. The right side shows insurance information: UNITED HEALTH CARE PPO, MyChart: Inactive, Code: Prior.