



## Upload DICOM Dateien (= MRT oder CT Scan von CD oder Anderem) via Upload-Link

1. Bitte klicken Sie auf den Upload-Link in der E-Mail, die Sie nach Absenden des Anfragensformulars erhalten haben.

The screenshot shows an email inbox on the left with two emails from 'no-reply@med.uni-heidelberg.de' circled in red. The selected email is titled 'International Treatment Inquiry (XXXX, Testpatient, 01.05.2017)'. The email content on the right is as follows:

**International Treatment Inquiry (XXXX, Testpatient, 01.05.2017)**  
no-reply@med.uni-heidelberg.de  
Gesendet: Mo 08.05.2017 16:02  
An: [redacted]

Dear requestor,

Thank you very much for your inquiry and your confidence in Heidelberg University Hospital. We have received the data of the patient Testpatient XXXX.

Our next steps will be the following:

1. A case manager of the International Office team will check whether all necessary information was provided.
2. As a rule we will send you a confirmation e-mail including our International Office case number within two working days after receipt of your inquiry. If you do not receive this e-mail within two working days, please contact us by sending the copy of your initial confirmation e-mail to [international.office@med.uni-heidelberg.de](mailto:international.office@med.uni-heidelberg.de).
3. If we have any questions or if we ask for more medical reports, we will contact you and wait for your answer. Please note that we cannot deal with your request and hand it on to our medical specialists until the documents are complete.

**If desired or requested you can upload further medical documents or image files via the following upload link directly in our patient file:**  
[UPLOAD LINK](#)  
(XXXX, Testpatient, 01.05.2017; valid until 03/07/2017)

In order to send more documents we kindly ask you to always use this upload link; other additional information can be sent by email, if necessary. Please do not fill out the form again.

4. As soon as we have received the required information (including required/expected DICOM image files or other reports) we will forward the inquiry to our appropriate medical specialists.
5. The medical specialist – or sometimes a team of specialists – will review the medical information provided and decide if a treatment in Heidelberg can be offered and which treatment. Subsequently, we will provide a short description of the offered treatment and a cost estimate for the offered treatment.

2. Für das hochladen der DICOM Daten (=CT / MRT Scans) bitte auf "Weiter" klicken:

### Uploading patient data

You may upload additional documents directly into the patient record of the following patient:

[Redacted patient name]

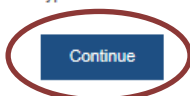
Please verify that the documents you wish to upload belong to the patient being displayed. If not, check your email for the correct link.

Please provide copies of the **required medical documents (no originals)\***

(accepted files, e.g.: .pdf, .jpg, .doc; max. 10 MB per document; not accepted: zip-, rar- or bitmap files)

[Redacted]	Durchsuchen...
[Redacted]	Durchsuchen...
[Redacted]	Durchsuchen...
[Redacted]	Durchsuchen...
[Redacted]	Durchsuchen...

After selecting the documents, click "Continue" to save the data. Please also click "Continue" if you only wish to upload DICOM image data and no other document types:



On the following page you will be able to upload DICOM data.

### 3. Auf „Ja“ klicken

If necessary, you may upload image data in DICOM format now or at a later time.

If you wish to upload image data at a later time, please find the upload link in the email that we have sent to the provided email address.

Do you want to upload image data in DICOM format now (not available for mobile devices such as tablets)?

Yes

No

**Note:** For the upload, Java is required. If you have preinstalled Java, click on "Yes". If you do not have Java, please click [here](#)

In case you wish to leave this page and return later, you may do so anytime by clicking the link in your confirmation email.

### 4. Falls Java bei Ihnen noch nicht installiert ist: bitte installieren

(Abhängig von Ihrem Browser können Sie dann die Anweisungen bezüglich Java Web Start befolgen)

### 5. Klicken Sie auf "CD / Verzeichnis" und bestätigen Sie die Auswahl mit "OK". (Bitte wählen Sie die gesamte CD oder das Laufwerk / den Ordner mit den Daten aus - bitte wählen Sie keine einzelnen DICOM-Dateien). Klicken Sie dann auf "Upload starten". Klicken Sie auf „Beenden“, nachdem der Upload abgeschlossen ist.


## Uploading image data

1. Please verify that the image data you wish to upload belongs to the patient being displayed. If not, check your email for the correct link.
2. Click "CD/Directory" to upload images from a CD/DVD drive or a different drive (if required, insert CD first). On the open dialog window, select the drive or folder containing the data and confirm your selection with "OK".
3. The selected drive/directory is displayed in the upload area.
4. Click "Start upload" to start uploading the displayed data.
5. After the upload has been completed, exit the application by clicking "Finish" or restart with step 1. if you wish to upload additional data.

**Note:**  
If there are any problems during the upload process, please verify that the CD actually contains DICOM data. If the CD contains DICOM data and uploading still fails, please mail us the data on a CD/DVD via postal service. Unfortunately, we are unable to provide worldwide support due to the multitude of different systems.

Data for patient:  Data volume: 0 kB

0%



ease click on "Finish" only if the upload is complete and you do not intend to upload more images.

Finish