


We would like to introduce you to lifeIMAGE's ReferralBox. This is being offered by the Department of Radiology Imaging Library and is a way for you to electronically send images to our clinic via web. If you are interested in sending us your images via ReferralBox, please contact the clinic for an email notification to be sent to you.

**Please note that in order to use ReferralBox, a couple requirements are needed:

- Web Browsers: Internet Explorer or Google Chrome
-  Java is required (You may need to download and enable Java if you don't have this on your computer.)

Below are the instructions to help get you started once you receive your email notification.

- 1.) Click the hyperlink "Login to your account" and enter your access code.
- 2.) Please read the HIPPA compliance form and click the "Accept" button at the bottom of the page.
- 3.) Case Notes: Please provide us with the following information under **Primary Contact**:

Admin Contact First Name: Your first name

Admin Contact Last Name: Your last name

Admin Contact Phone: Your phone number

Admin Contact email: Your email

Admin Contact Title: N/A

-If you'd like to provide us with more information you may enter it under **Notes** located at the top of the page or under the **Secondary Contact** located at the bottom of the page. Once completed please click "Next".

- 4.) Select exams: Enter your CD/DVD into your disk drive and select **Find exams on CD/DVD**
- 5.) Confirm Exams: Choose which exams to upload by checking or unchecking the boxes below then select Upload.
- 6.) Upload Exams: Congratulations, your exams have been sent successfully to UCSF Medical Center. Images will be sent to your clinic for downloading. If you wish to upload another CD/DVD please select **Upload more exams** if finished select **Done (log out)**.

If you have any questions or receive an error message, please contact Radiology Imaging Library support Mandy Gilbert or Whitney Higbee at:

Mandy Gilbert-415-353-1026 mandy.gilbert@ucsf.edu

Whitney Higbee-415-541-5705 whitney.higbee@ucsf.edu