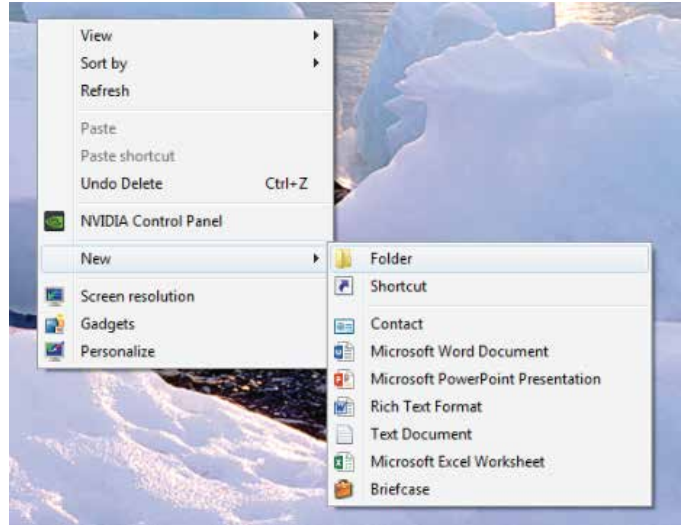


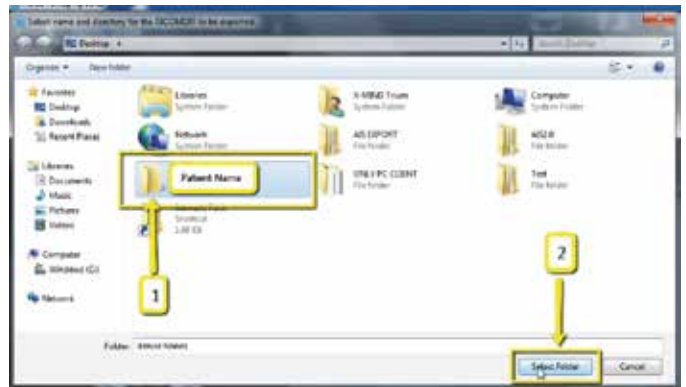
- 1 On your desktop, right-click on an empty space. Go to “New” and click “Folder”. A folder will appear with highlighted blue text. Type in the patient name and push “Enter” on your keyboard.



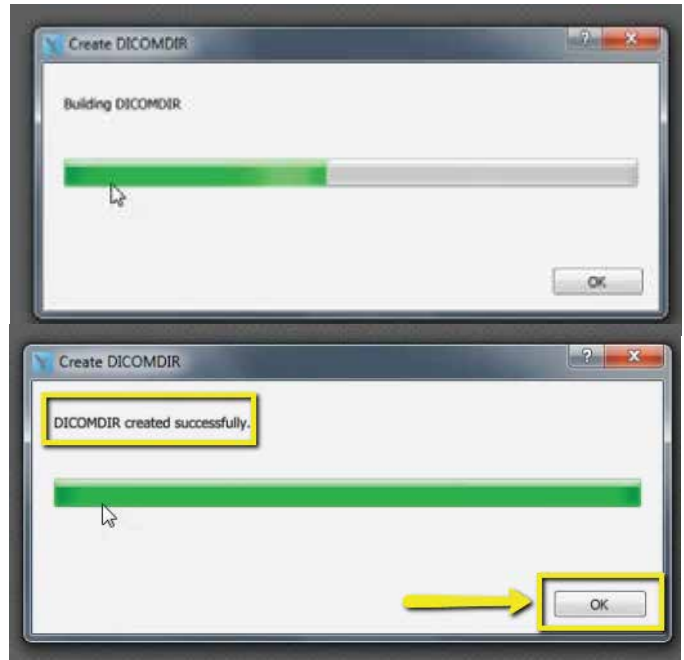
- 2 Open the patient history and right click on the tile of the newest CBCT. Select “Export DICOMDIR”.



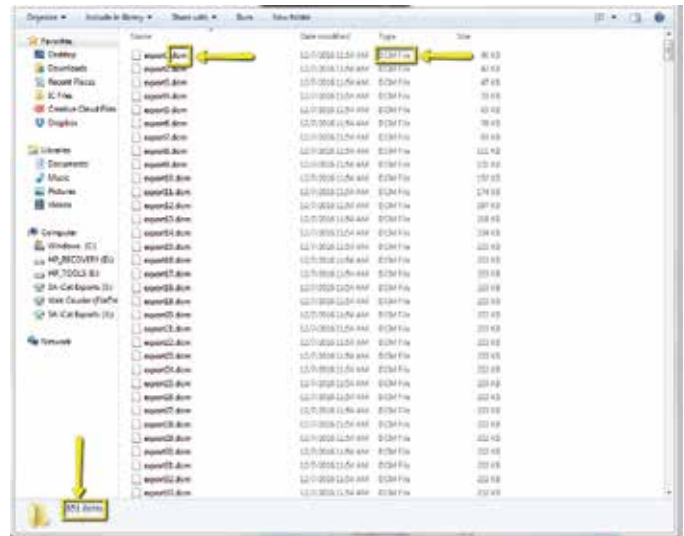
- 3 Click the folder you made on the Desktop and click “Select Folder”.



4 The DICOM will begin exporting. Click "OK" once complete.



5 After the DICOM exports and saves, go to the patients folder and verify the .dcm files were exported correctly; there should be several hundred files.

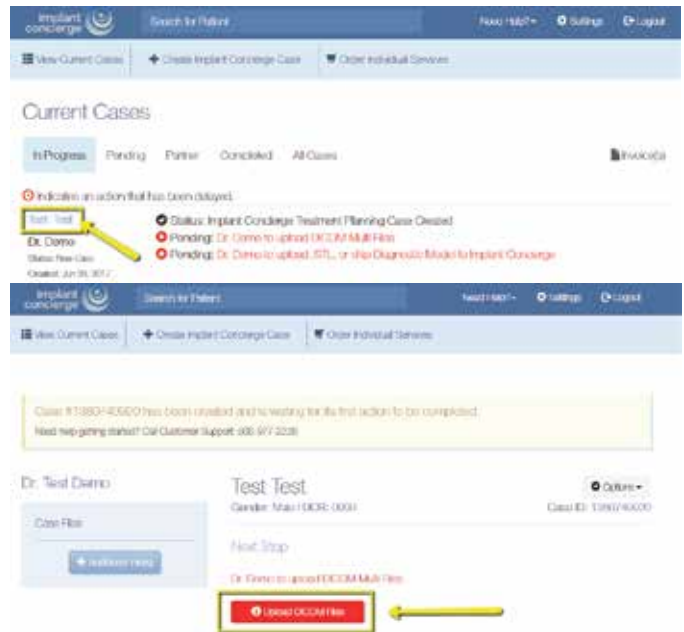


6 Go back to the desktop, right click on the patients folder, go to “Send to”, and select “Compressed (zipped) folder”. A duplicate folder will be made with either a zipper on it, or a blue “Z”.

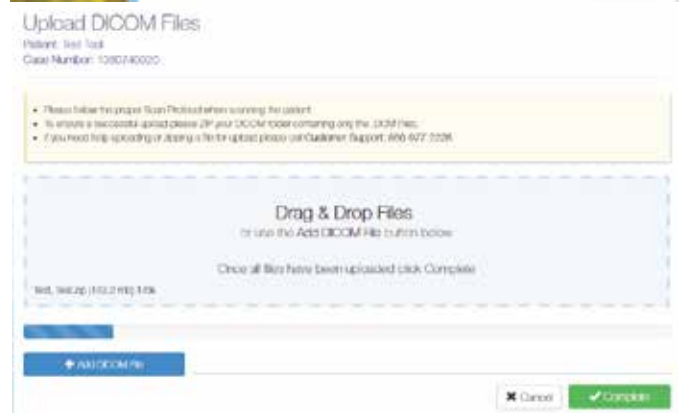
* If following a Dual Scan Protocol, please zip scans individually and label accordingly; i.e: “Patient Scan” and “Denture Scan” *



7 To upload the compressed folder, login to Implant Concierge. Click on the patient’s name to open the case. Click on the red “Upload DICOM” button.



8 Drag and drop the folder from the desktop to Implant Concierge. The file will automatically begin uploading.



9 Once the file reaches 100%, click the green “Complete” button.

