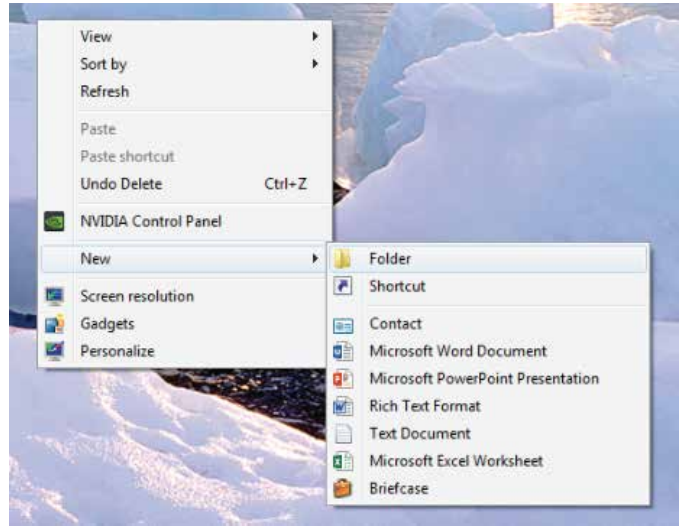


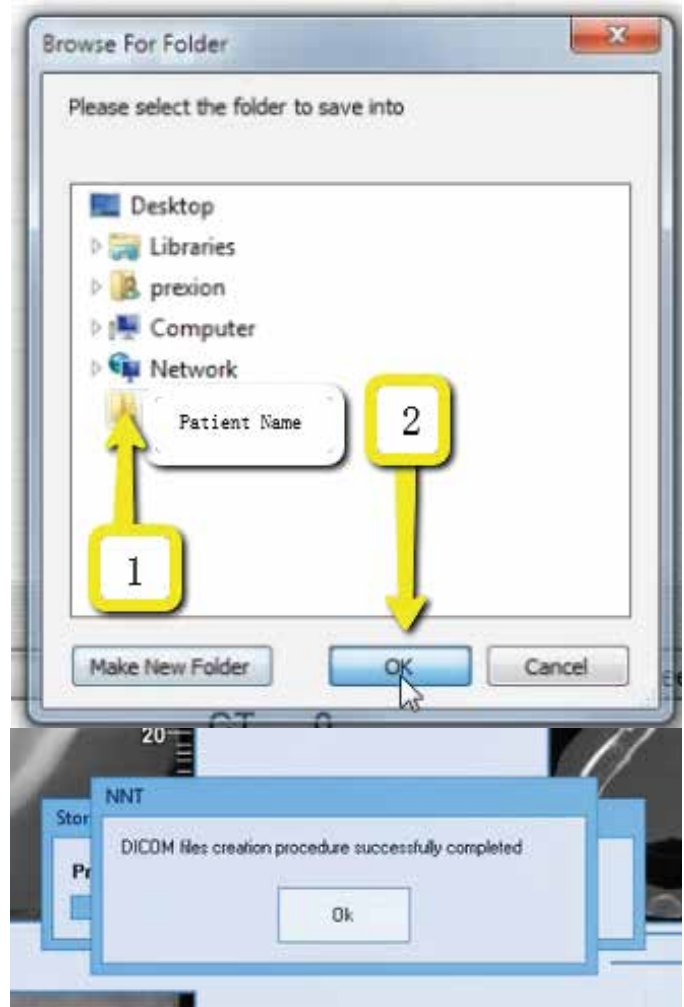
1 On your desktop, right-click on an empty space. Go to “New” and click “Folder”. A folder will appear with highlighted blue text. Type in the patient name and push “Enter” on your keyboard.



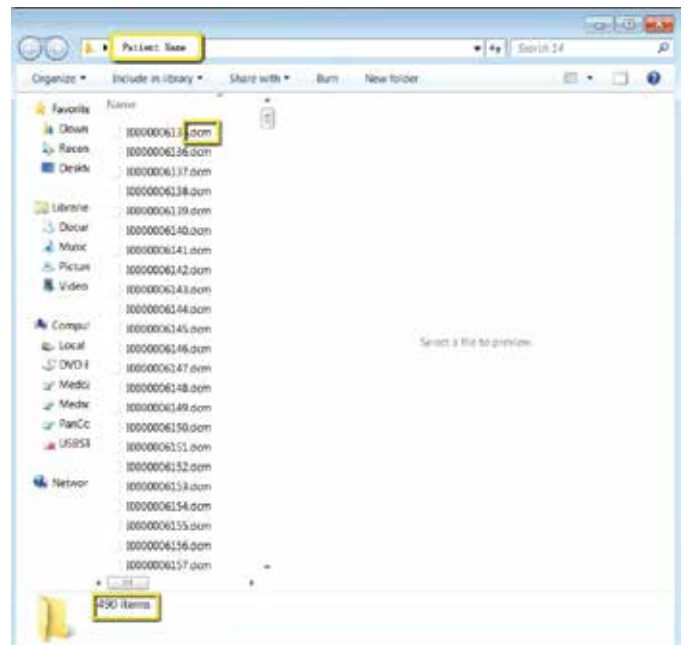
2 Open the patients scan. Select “File”, “Save in DICOM format”, “Sequence of Axial Images”, and select “Free Matrix”.



3 A pop-up will appear for the export location. Select the folder you just created on your desktop. Click “OK” to export images. Another pop-up will appear once DICOM has exported. Click “Ok”.



4 Go to the patients folder on the desktop and double click to open it. Verify the .dcm files were exported correctly; there should be several hundred files.



5 Go 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” *



6 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.



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



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

