



How to submit diagnostic images for patients referred to Animal Referral Centre

To improve our referral consultation service, we request all diagnostic images submitted to ARC be delivered electronically through our Keystone Community image server. It is simple to use. Please click on the following URL to start the process: (Windows only)

<http://keystone.asteris.com.au/community/35419a69-0400-2422-1256-ffffff180510>

It will ask you to register your clinic on the first sign in. Please choose a Username and Password that are easy to remember.

1. Once signed in, please use the Create Request window. Most clients will likely use the Browse for Files button. A direct DICOM send from your imaging software can be used as well. Please follow the prompts to receive the information needed to setup a direct DICOM send from your workstation software, then press next.
2. Once the Browse for Files button is clicked, two windows are displayed. You can find the images in the left sided window to drag and drop onto the right side window. If you have a folder already open with your images, just drag and drop from any folder or location you choose. DICOM and jpeg images will work but DICOM images are preferred. If using jpeg, there will be an additional window popup to request patient name, ID and such. If DICOM, this data is embedded in the file header info so this info is populated automatically. Press next.
3. The next windows are for uploading any other files pertinent to the patient referral. You can skip this if just sending images. Press next or skip.
4. Click next at the bottom of the page.
5. Automatic upload will start. Once done, it will spontaneously go to step 6.
6. Ensure your images are showing in the thumbnails section.
7. Press next at the bottom of the page.
8. Final confirmation to send images. Click next at the bottom of the page.
9. **Most importantly, please fill out our online referral form to ensure we have your patient's details. If you require a diagnostic imaging report for xrays, this can now be selected as an option on our "Outpatient Imaging" form.**

Done!