

How to upload CT data from CD's using a Mac Laptop or Desktop

1. Please get everything off of your desktop folder before starting. You can create a new finder window by clicking any blank area of the desktop. You will see the word “finder” in the upper left of the screen next to the apple icon. Press “command and N” to create a new finder window. Press “command and shift and N” to create a new folder on the desktop. Rename the folder by clicking on the name and hitting return. You will be allowed to name it anything you want like “all other desktop files”. Move everything from your desktop into that folder to clean off your desktop. That way, when the zip archive is created, it will be the only file on the desktop.
2. When obtaining the CD, in addition to the patient’s name, please be sure to also note the patient’s sex, birth date, surgeon, side of surgery, and date of surgery.
3. Load the CD. You will see the CD on the left. Double-click to open the CD in the finder window. The folder list is shown in Figure 1.

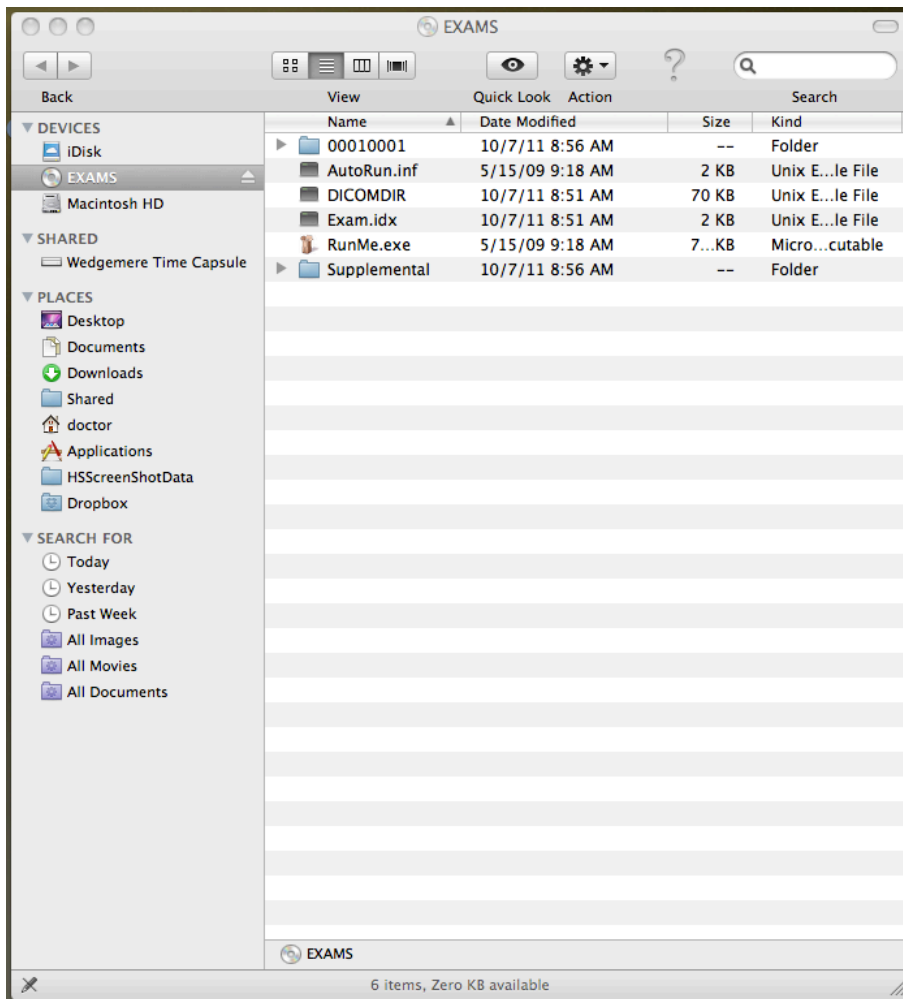


Figure 1.

4. Press “Command and A” simultaneously. This will highlight the entire contents of the disc (Figure 2).

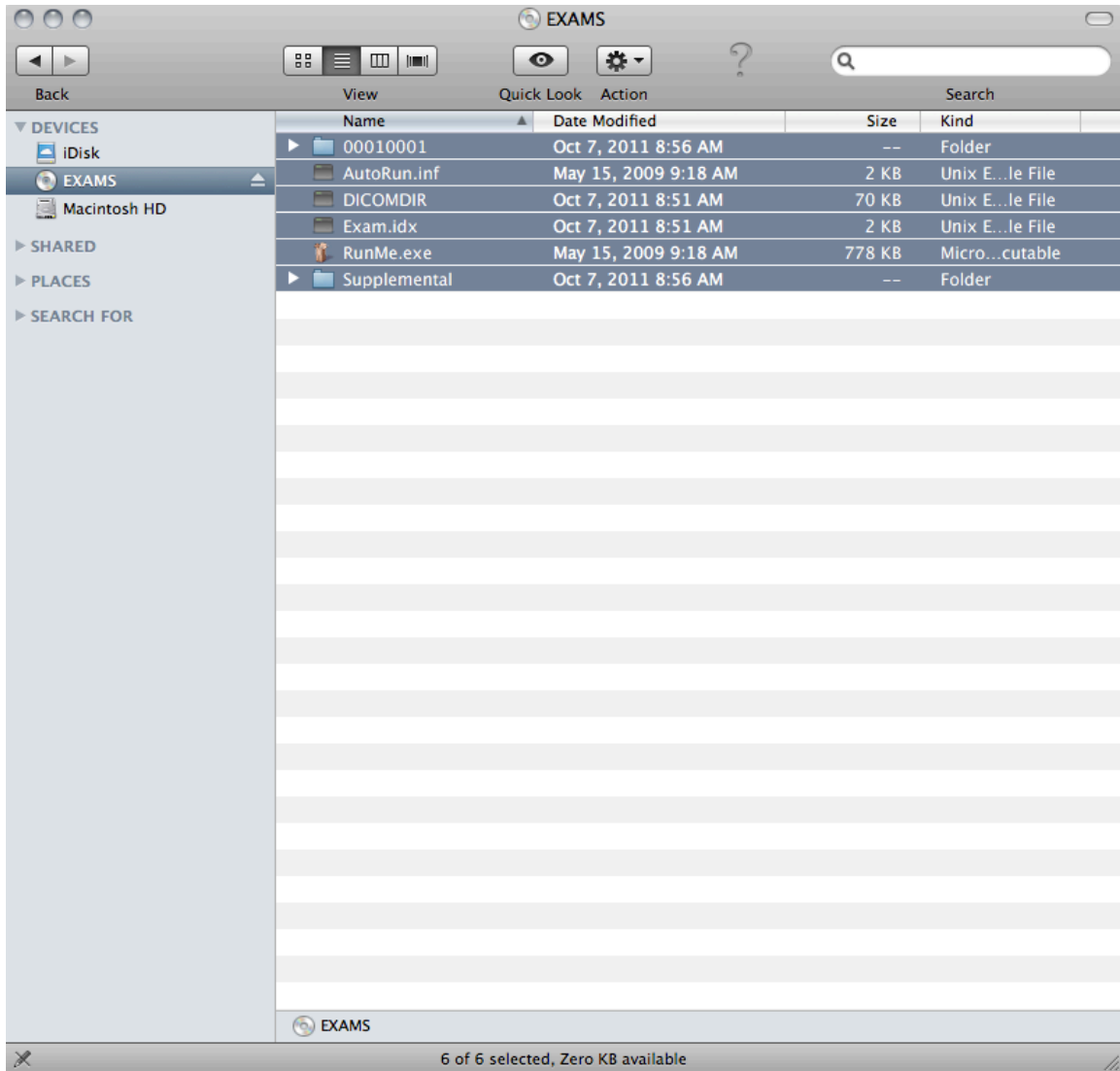


Figure 2.

5. Using a mac laptop, tap the trackpad with two fingers. Using a mac desktop, right click. A window will open asking you what you want to do. Select “compress ### items” Figure 3.

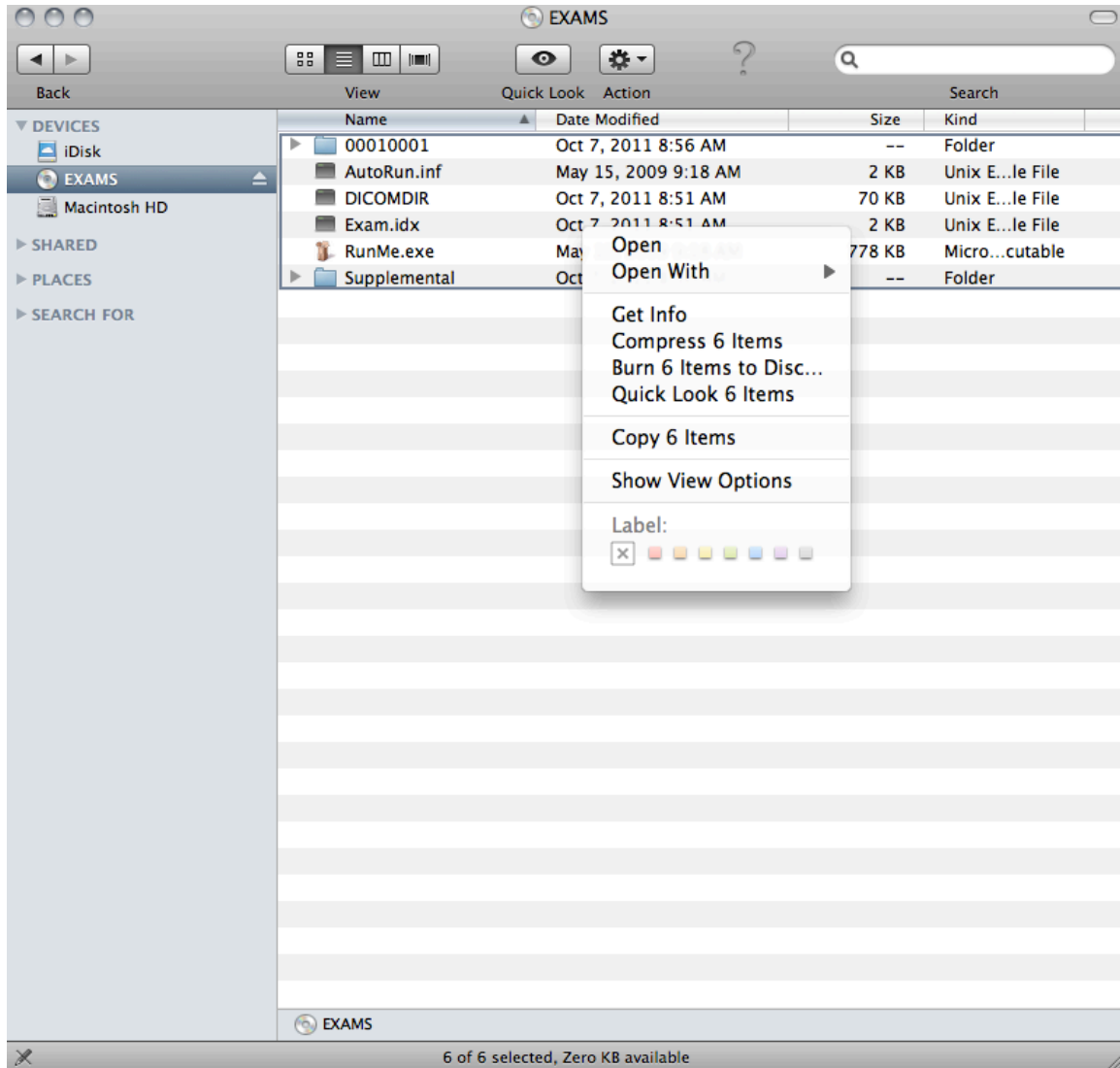


Figure 3.

A zip archive file will then be created and saved to the desktop (Figure 4).

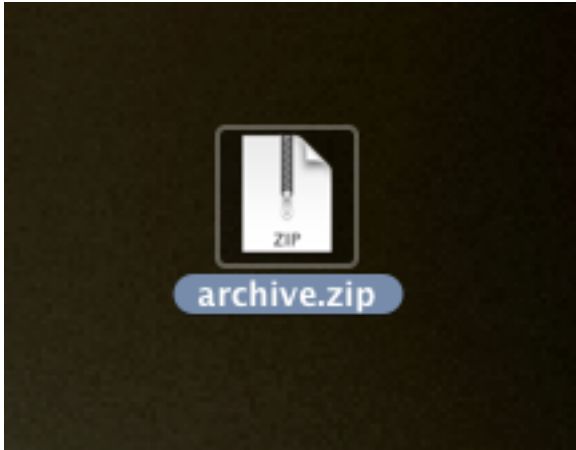


Figure 4.

6. It would be good to rename the zip archive right away in the format, "last name first name YYYY MM DD" of birth to minimize the risk of misidentifying the patient (Figure 5).



Figure 5.

7. Log on to hipxpert.com and select the “Submit Plan Request” tab (Figure 6).

The screenshot shows a web browser window with the URL hipxert.com. The navigation menu includes: HipXpert, Contact Us, Documentation, Download Viewer Software, **Submit Plan Request**, and Download Plan. The main content area is titled "Submit Plan Request" and contains the following form sections:

- LOGIN FORM**: Includes a "Log out" button.
- Patient Information**:
 - Patient Last Name *
 - Patient First Name *
 - Medical Record Number *
 - Patient Date Of Birth *
 - Gender *
- Surgery**:
 - Side *
 - Date Of First Surgery *
 - Hospital For Surgery *
 - Assigned Surgeon *
- Patient Data**:
 - Patient Email *
 - Slice Stack To Upload (Use DICOM format as a single zip archive with a total size not more than 500MB.) *

A "SUBMIT" button is located at the bottom right of the form.

Figure 6.

8. Enter the data into the open fields (Figure 7) and then click the folder icon to browse for the zip archive.

HIPXPERT

~ HipXpert Contact Us ~ Documentation ~ Download Viewer Software **Submit Plan Request** Download Plan

LOGIN FORM

Log out

Patient Information

Patient Last Name * Smith
Patient First Name * John
Medical Record Number * 12345678
Patient Date Of Birth * 1/1/1950
Gender * Male

Surgery

Side * Right
Date Of First Surgery * 12/09/2014
Hospital For Surgery * New England Baptist Hospital
Assigned Surgeon * Choose the operating surgeon

Patient Data

Slice Stack To Upload (Use DICOM format as a single zip archive with a total size not more than 500MB.) *

SUBMIT

Figure 7.

A browser window will open. Navigate to where the zip archive is located and click on it (Figure 8).

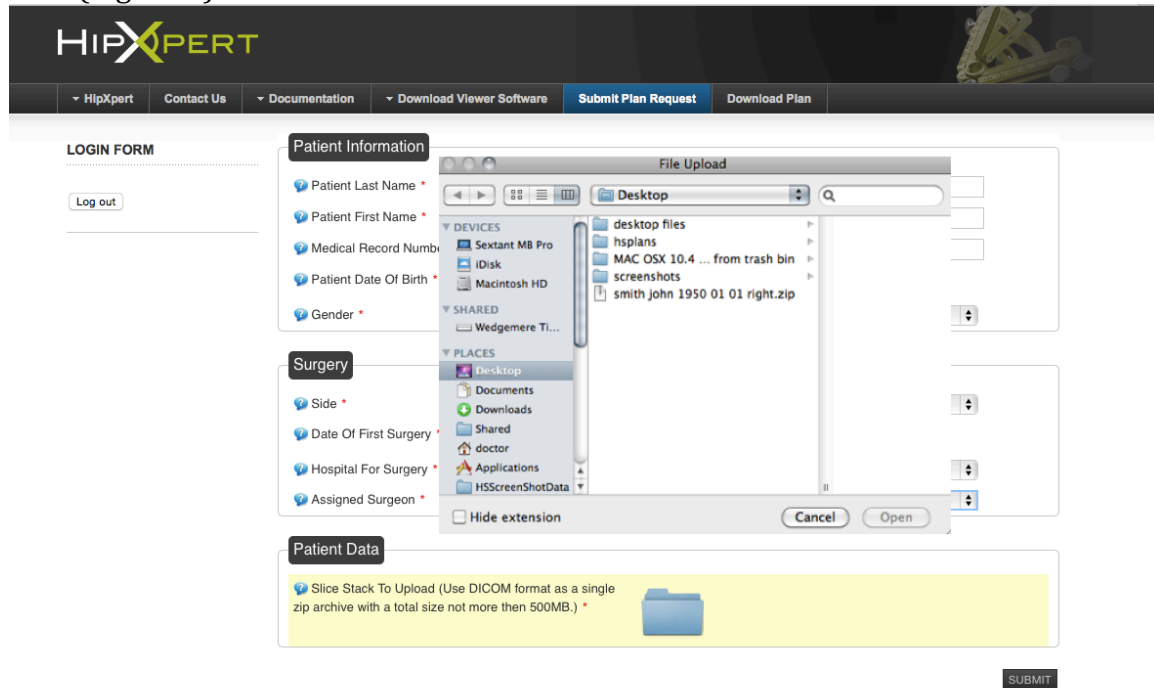


Figure 8.

Click on the “open” button. You will then see that the file location has populated the appropriate window to the left of the “browse” button. Once all of the fields are populated, click “Submit”. You will then see the “Please wait” notification.

Depending upon your connection speed, the data upload may take 5 or 10 minutes. There are no status updates. When the upload is complete, you will receive the message, “Planning request successfully submitted. We’ll get back to you soon...”

You will then receive an email notifying you of the successful planning request submission. You may then log off of the site.