

How to upload studies into your FMOLHS Health Provider

1. Navigate on Internet and browse for the FMOLHS hospital where you provider is located:

Our Lady of Angels:

<http://stage-oloah-fmol-ih.cphostaccess.com/about-us/lila>

Our Lady of the Lake Regional Medical Center:

<http://stage-ololrmc-ih.cphostaccess.com/about-us/lila>

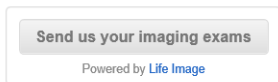
Our lady of Lourdes Regional Medical Center:

<http://stage-lourdesrmc-fmol-ih.cphostaccess.com/about-us/lila>

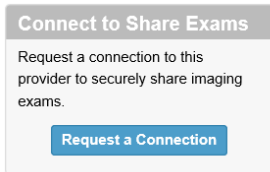
St. Francis Medical Center:

<http://stage-stfran-fmol-ih.cphostaccess.com/about-us/lila>

2. Insert the CD into your computer CD reader or your flash driver into your computer USB port.
3. Click on the option "Send us your imaging exams" :



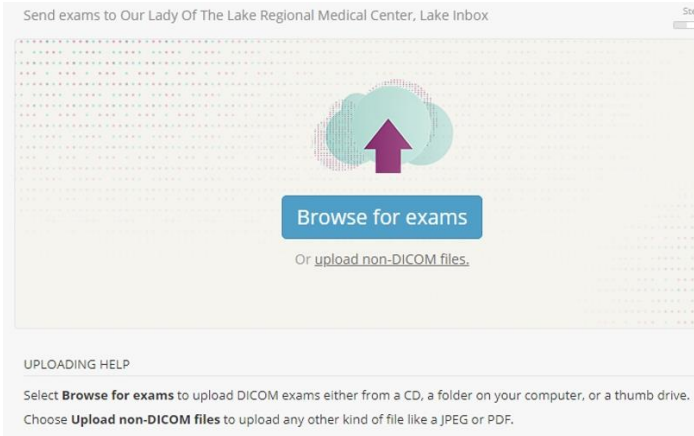
4. Click on "Request a Connection" button



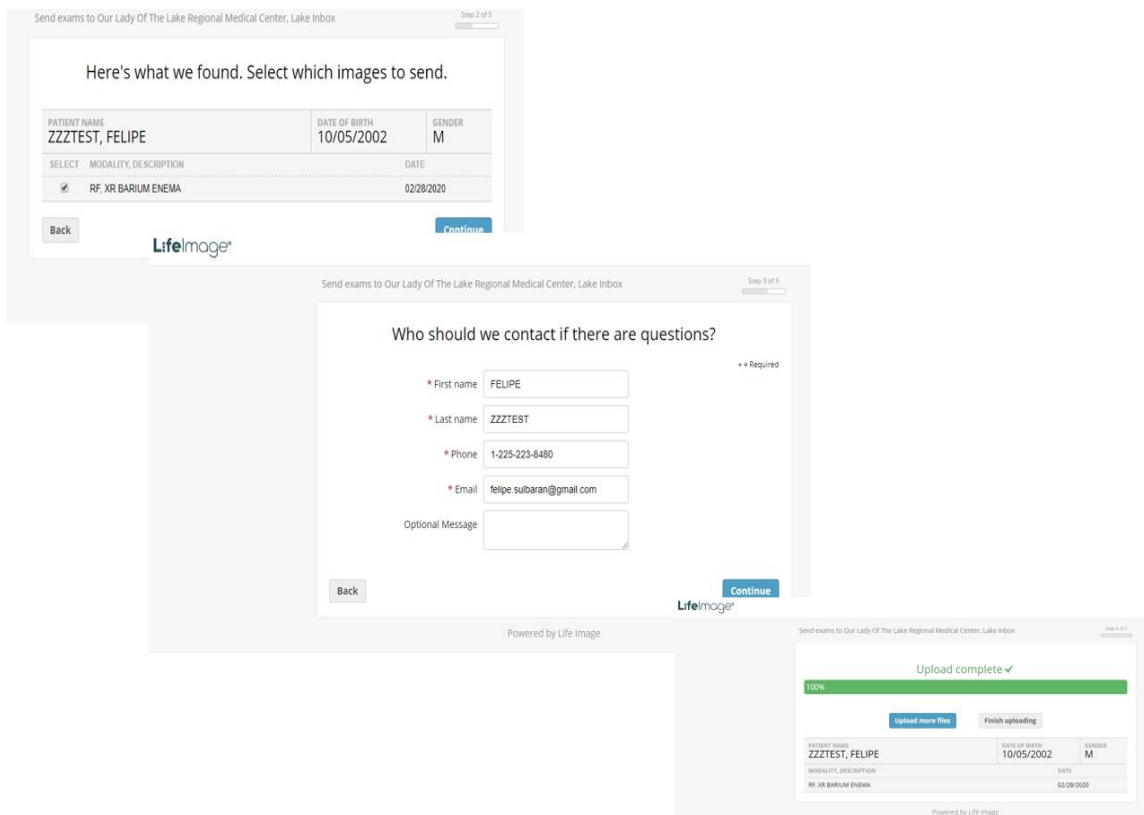
5. Fill out the proper fields - note some are required -

A form titled "Connection request" with a close button in the top right. It is divided into two columns: "PATIENT INFORMATION" and "YOUR CONTACT INFORMATION".
PATIENT INFORMATION
* First name: [text box] * Last name: [text box]
* Date of birth: [text box] (format: mm/dd/yyyy)
Do you have a physician here? If so, who?: [text box]
Physician's department: [text box]
* Why do you want to share exams?: [text box]
Additional information to help us process your request (second opinion, visit preparation, current diagnosis...)
YOUR CONTACT INFORMATION
* Relationship to the patient: [dropdown menu]
* First name: [text box] * Last name: [text box]
* Email: [text box]
* Confirm email: [text box]
* Phone: [text box]
Institution name: [text box]
At the bottom, there are two buttons: "Cancel" and "Send Request". A legend indicates "* = Required fields".

- The Contact will receive an acceptance email form where you can click on “Get started”, after accepting the confidentiality form you can “Browse for exams” in your computer



- Locate the study(s) to be uploaded (from the CD or the flash driver), click “continue” until the system completes the upload processes:



- At this point you have completed the upload process and can exit from the Internet browser.