



Set up and instructions for referrers



This document is important...

Why? Because to send your radiology images to a consultant, you need to follow these instructions. In this document you will find details about you login and instructions on how to use Radiology Inbox.

You can send radiology images directly from CD into the system, and obtain a report from a consultant radiologist. You may also request an expert opinion from a consultant specialist.

Radiology Inbox is supported by Cimar Medical UK. All transmitted information is encrypted.

To set up your account please email info@radiologyinbox.co.uk and we will set you up on the system and give you a secure username and password.



It is important that you use **Microsoft's Internet Explorer** (version 7 or later) as ActiveX controls are used and supported by receiving UK hospitals.

Uploading images

Radiology Inbox enables you to transmit confidential medical information quickly and securely. It facilitates swift exchange of medical data in formats that meet strict international Healthcare Informatics regulations.

- You can upload and transmit X-rays, CT scans and MRI scans, ultrasound scans or and other medical images. Please ask the administrator if you are unsure about the format of the file you are uploading.
- When you upload your image you can also attach relevant word documents or pdf files.
- You can also exchange comments, instructions and free text notes with the system administrator.

Receiving your reports

The diagnostic reports and opinions that you will get back are provided by a consultant radiologist or consultant specialist chosen from the premier private experts available in the UK. Your reports will be returned as attachments to each image that you originally sent.

Contacting us

We hope you find our service simple and straightforward. If you experience any issues, please contact us for help on info@radiologyinbox.co.uk. We look forward to answering any questions you may have.

Important notes

When you first log into the system you need to change your password.

- **Your browser...** The system uses ActiveX technology, so you must be using Internet Explorer version 7.0 or later to access the system.
- **Your network...** Access from a home WiFi internet connection generally requires no firewall adjustments. If you use the system from inside a business network, you will need network/firewall clearance to <https://www.cimari-ep.thirdparty.nhs.uk> (IP 213.212.107.211), on ports 443 and 23.
- **Protect your password...** We will NEVER ask you for your password via email. You will only be asked for your password when you sign in to Radiology Inbox, which is via a secure HTTPS connection. We ask you to ensure that login details are never shared.

To log in...

You should keep your login details securely. This is your access to  and your personal account.

Login URL: <https://www.cimar-iep.thirdparty.nhs.uk/cmie/>

Institution: radinbox

User Name: This will be emailed to you

Temporary password: This will be emailed to you

Enter your log in details in the boxes shown.



Once you have logged in for the first time, please change your password to something memorable for you, but not obvious to others.

Your Personal Worklist...

Once you have logged in, your personal worklist loads.

This is where radiology images you send, will be listed. All subsequent document attachments and reports will be attached to your record are accessible by clicking each exams traffic light button. Through your worklist, you can also enter free text comments for the administrator, by clicking the "clinical history" button next to each exam you upload.



Launching the uploader application...

To upload your radiology images, click the RED Upload button as shown. This will start a safe uploading utility that will manage the compression, encryption and transmission of your medical images.

When prompted, click "Run".

This will load the Radiology Inbox uploader application. You can now follow 3 simple steps to select, check and send your scan images or X-rays.

Note: please do not copy anything to your PC clipboard while the application loads.



Uploading your medical images

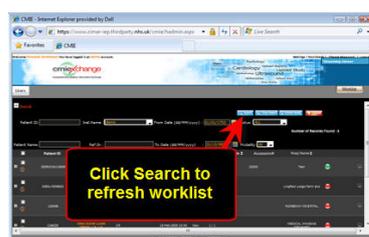
Once the Radiology Inbox application has loaded, select the location of your medical images.

If your images are on a CD, insert this into your PC and the application will examine and find all images on the disc (assuming they are compatible).

If a viewer automatically opens from the CD, you can close it as this is not required.

After you have selected the images to send, click "ok" when prompted. You can upload many images at once. The number of images per transmission is restricted to 500. If you have more, then de-select some images and send as a separate upload. All these images will be integrated into the study association on your worklist.

Once the upload has completed (time will vary according to your internet connection upload speed) you should click "Search" on your worklist to refresh it. Your upload will be listed.



Adding notes and comments.

You can also add documents you wish to send, by clicking the red traffic light. Click the clinical history button on the left of the record, to enter free text notes for the administrator.



If you wish to attach additional documents, prior reports or other documents types, you can do so by clicking the red traffic light button as shown. Each document you add should be given a comment/description before clicking "upload", to ensure consultants understand what each document is.



Getting help with Radiology Inbox

If you need help uploading images or experience problems using Radiology Inbox please contact us:

Radiology Inbox Limited, 143 Magdalen Road, Earlsfield, London, England, SW18 3ES. Or info@radiologyinbox.co.uk. Enquiries: +44(0)800 093 0913

Or

Cimar (UK) Enquiries: +44(0)800 093 0913 or info@cimarmedical.co.uk
Web: www.cimarmedical.co.uk