

# DOD SAFE Instructions for uploading Radiology Exams

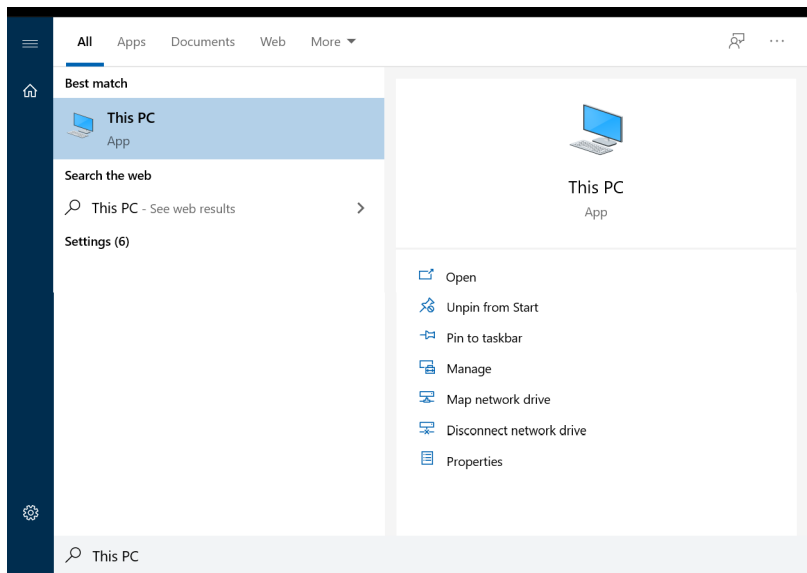
\*\*\*\*\*  
\*       **NOTE**       \*  
\*\*\*\*\*

**We can only upload files with a .dcm extension (DICOM) into our system. We cannot upload any other file type into our system.**

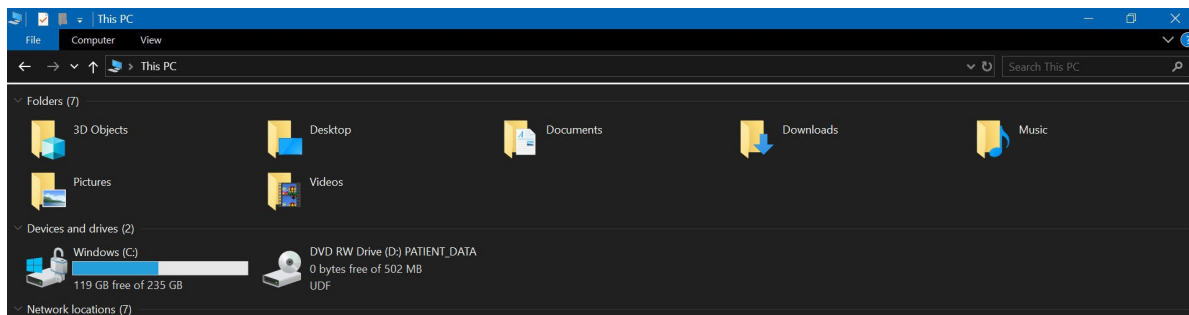
If there is not a DICOM folder on the CD/DVD then the exam is either not DICOM compatible or the files are saved to a different folder. If the CD/DVD saves the DICOM files in a different folder, please ask the site that created the disc for the folder name containing the DICOM files and compress that folder for uploading into SAFE.



1. Click the start button on your Windows PC.
2. Type in "This PC" and click on the "This PC" icon.

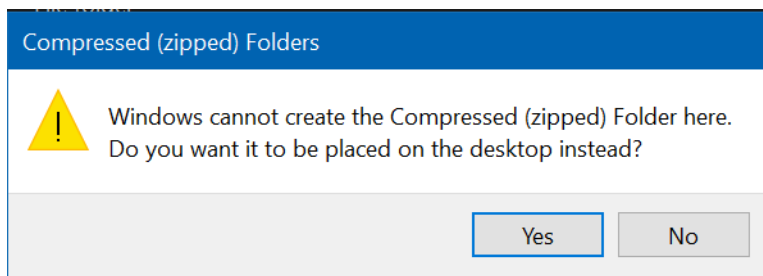
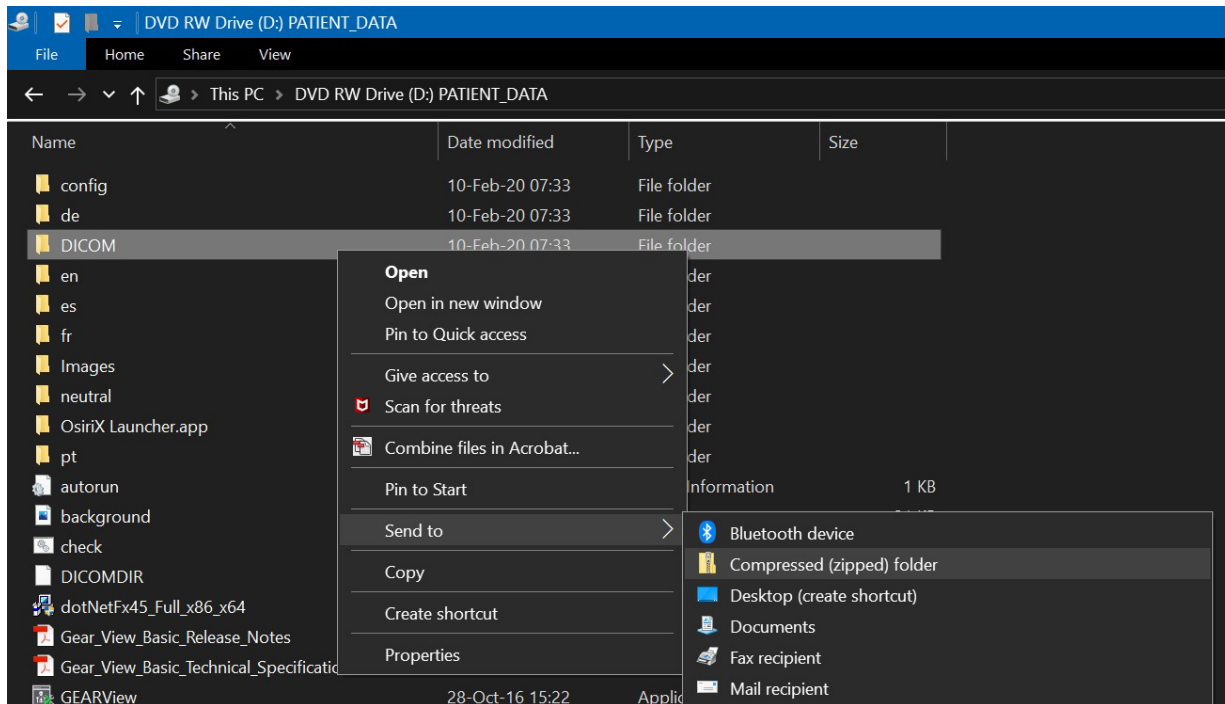


3. Open the CD/DVD drive on your PC.

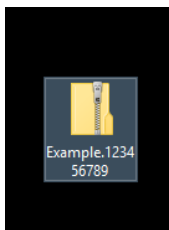


## DOD SAFE Instructions for uploading Radiology Exams

- Right click on the folder called “DICOM”, select “Send to”, and select “Compressed (zipped) folder”. Select “Yes” when prompted to save it to your desktop.



- Click “Yes”. The zipped file will be created and located on your desktop for upload into SAFE.
- Prior to uploading your zipped file into SAFE please rename the zipped file with the patients last name and DOD ID.



## DOD SAFE Instructions for uploading Radiology Exams

7. Upload the zipped file to SAFE at <https://safe.apps.mil/> . Maximum upload file size is 8.0 GB.
  - a. Choose “Drop-off”



### Drop-off

Drop-off (*upload*) a file for someone else.

- i.
  - b. Add Recipients. Name: AHC STG Radiology; Email: [usarmy.bavaria.medcom-bhc.list.stuttgart-radiology@health.mil](mailto:usarmy.bavaria.medcom-bhc.list.stuttgart-radiology@health.mil)

**Add Recipients**

**Add One** **Add Many**

Name: AHC STG Radiology

Email: usarmy.bavaria.medcom-bhc.list.stuttgart-r

**Add** **Add & Close**

- i.
    - c. Click “Add & Close”
    - d. Select “Encrypt every file (REQUIRED FOR PII/PHI)”. **This is a requirement for patient confidentiality.**

**Encrypt every file (REQUIRED FOR PII/PHI)**

**Send me an email when each recipient picks up the files**

- i.
      - e. Enter a 10-digit password for the Encryption Passphrase. **Email the 10-digit password separately to [usarmy.bavaria.medcom-bhc.list.stuttgart-radiology@health.mil](mailto:usarmy.bavaria.medcom-bhc.list.stuttgart-radiology@health.mil). The AHC STG Radiology team will need this password to download the Radiology exam(s).**

**Encryption Passphrase**

This passphrase will not be sent to the recipients.  
You need to do this yourself.

Passphrase: ●●●●●●●●

And again: ●●●●●●●●

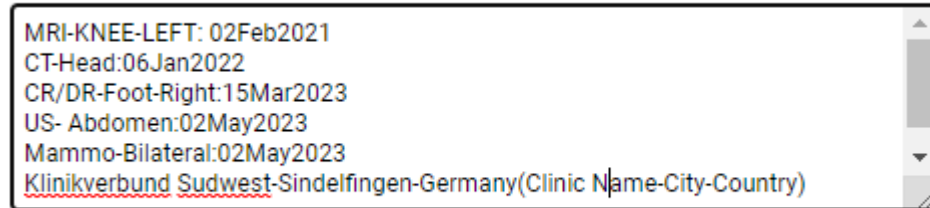
**Must be at least 10 characters**

**OK**

## DOD SAFE Instructions for uploading Radiology Exams

- f. Under “**Short note to the Recipients:**” please add
- Modality (CT, MRI, US, Mammo, CR/DX), Type of exam, Side of the body and Date.
  - Clinic name, City, and Country

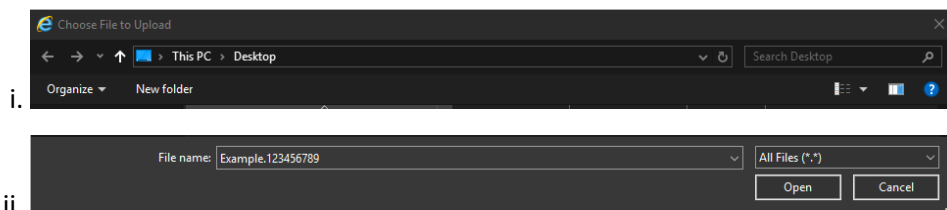
### Short note to the Recipients:



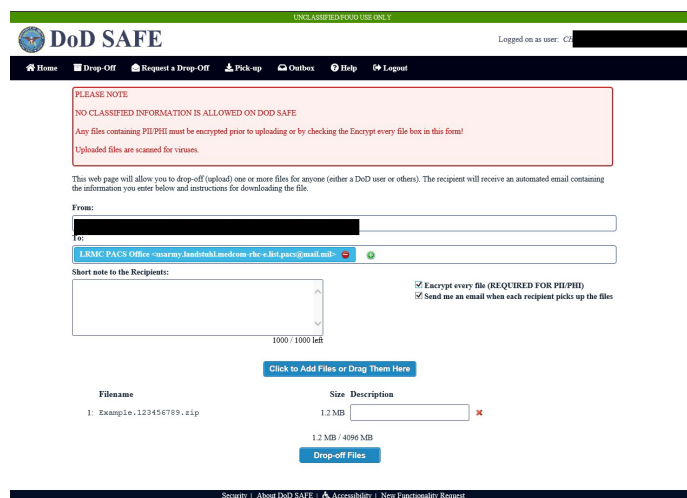
\* Note should **not** contain CUI, PII, PHI, or the Encryption Passphrase

813 / 1000 left

- g. “Click to Add Files or Drag Them Here”. Navigate to your desktop, select the zipped file you created, and click “Open”.



8. Click “Drop-off Files”



9. **Email the 10-digit password separately to [usarmy.bavaria.medcom-bhc.list.stuttgart-radiology@health.mil](mailto:usarmy.bavaria.medcom-bhc.list.stuttgart-radiology@health.mil). The AHC STG Radiology team will need this password to download the Radiology exam(s).**

10. For questions or concerns about this memo please email the AHC STG Radiology team at [usarmy.bavaria.medcom-bhc.list.stuttgart-radiology@health.mil](mailto:usarmy.bavaria.medcom-bhc.list.stuttgart-radiology@health.mil)