DOD SAFE Instructions for uploading Radiology Exams

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.

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

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4. 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.

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



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



b. Add Recipients. Name: AHC STG Radiology; Email: <u>usarmy.bavaria.medcom-</u> <u>bhc.list.stuttgart-radiology@health.mil</u>

	Add R	ecipients
	Add One	Add Many
Name:	AHC STG Radio	ology
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- c. Click "Add & Close"
- d. Select "Encrypt every file (REQUIRED FOR PII/PHI)". This is a requirement for patient confidentiality.



e. Enter a 10-digit password for the Encryption Passphrase. Email the 10-digit password separately to usamybavariamedcom-bhcliststuttgart-radiology@healthmil. The AHC STG Radiology team will need this password to download the Radiology exam(s).

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Encry	yption Passphrase	
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Passphrase:	•••••	
And again:	••••••	
	Must be at least 10 characters	
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- 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:

MRI-KNEE-I EET ⁻ 02Eeb2021	-	
CT-Head:06Jan2022		
CR/DR-Foot-Right:15Mar2023		
US- Abdomen:02May2023		
Mammo-Bilateral:02May2023	-	
Klinikverbund Sudwest-Sindelfingen-Germany(Clinic Name-City-Country)	1	
* Note should not contain CUI, PII, PHI, or the Encryption Passphrase		
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g. "Click to Add Files or Drag Them Here". Navigate to your desktop, select the zipped file you created, and click "Open".

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8. Click "Drop-off Files"

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- 9. Email the 10-digit password separately to usarmy.bavaria.medcom-bhc.list.stuttgartradiology@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 <u>usarmy.bavaria.medcom-bhc.list.stuttgart-radiology@health.mil</u>