

PowerShare Instructions for Your Image Request



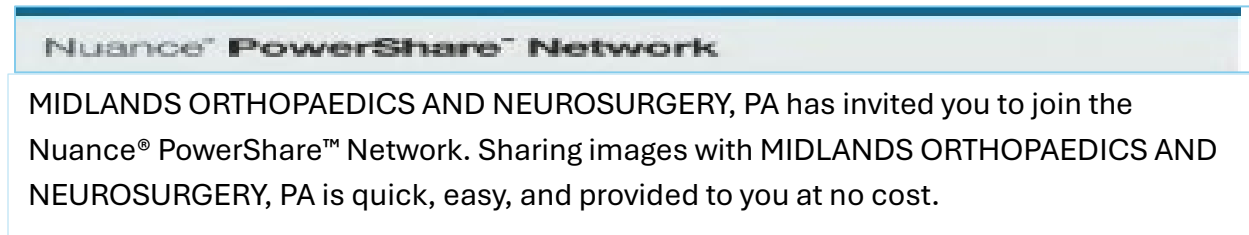
powered by Nuance® PowerShare™ Network

• Creating Your Free Account	Page 2
• Security Information	Page 4
• Requesting Images from Midlands	Page 10
• Receiving Images from Midlands	Page 12
• Viewing Images in PowerShare	Page 15
• Viewing Reports from PowerShare	Page 16
• Downloading Images to Your PC	Page 17
• Viewing on your PC	Page 18
• Creating a CD, DVD, or USB	Page 19
• PowerShare Support	Page 19

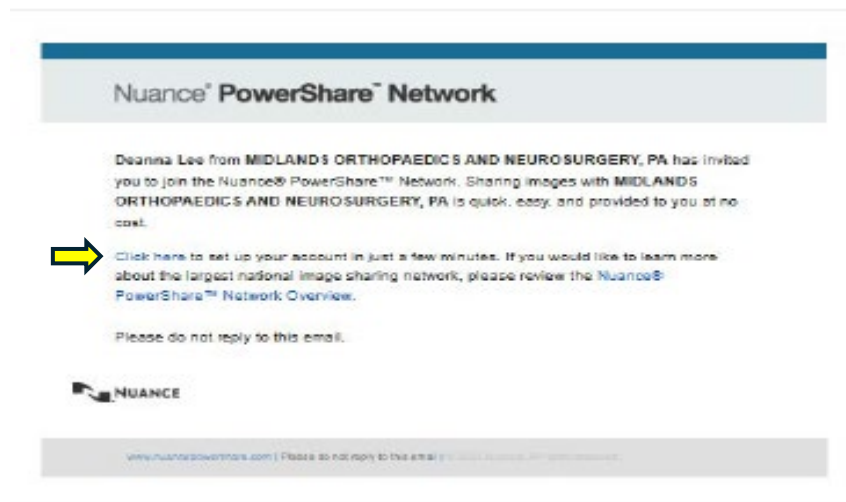
* For people with a Smartphone, you can access PowerShare from your phone's browser.

Creating Your Free Account

1. You will receive an email invitation from Nuance PowerShare Support asking you to join Midlands Orthopaedics and Neurosurgery, PA's image sharing network.



2. The email asks you to set up your personal account. Click on "Click here" to set up your account.



3. A window will open to set up your PowerShare account. Your email address is your username and will fill in automatically.
 - a. Create a password for your account by adding it into the password and re-enter password sections. This is the password you will use for this sign-on and subsequent sign-ons.
 - b. Check the boxes below your password and then click the Continue button.

Nuance® PowerShare™ Network

Welcome

All fields are required

Name

Steve

Brown

Account

email@somewhere

Password Strength: Good

I'm not a robot

☒ I have read and accept the [Terms and Conditions](#)
☒ I have read and accept the [HIPAA Agreement](#)
☒ I hereby electronically sign a HIPAA release for any data shared with .
☒

(Warning: By selecting this option you are granting full upload access to your account)

Continue or Cancel

4. The PowerShare log in window will now appear. Click the “Bookmark this Page” button to easily return to the log in page in the future. Enter your email address and the password you just created. Click the sign-in button.

Nuance® PowerShare™ Network

Welcome, please sign in.

Email

Password

Sign In

Not a member yet? [Register](#)

5. The PowerShare website will open.

Nuance® PowerShare™ Network

Home Contacts Images Messages

Pinned

My Images

No My Images Pinned

Shared Images

No Shared Images Pinned

Patients

No Patients Pinned

Physicians

No Physicians Pinned

Facilities

No Facilities Pinned

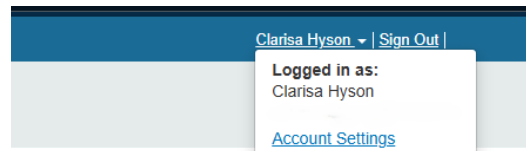
Common Tasks

Request Images

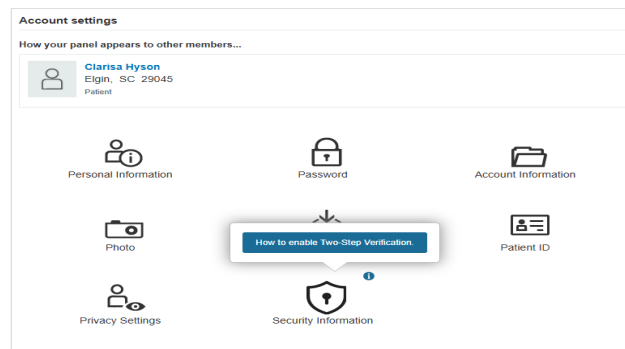
Share Images

Upload Images

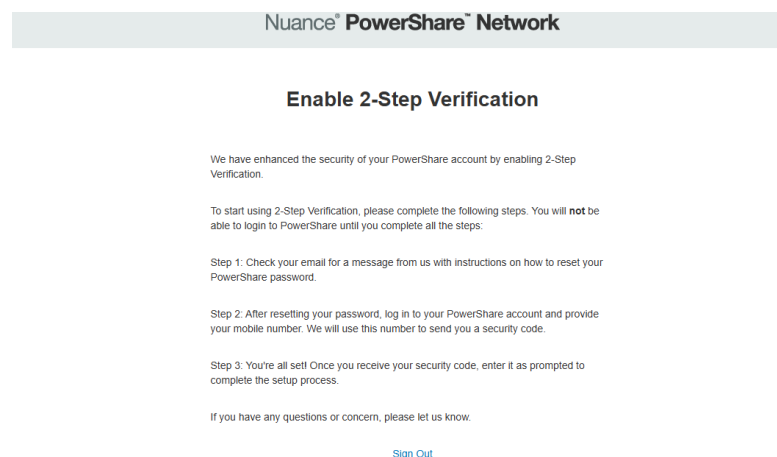
6. In the upper right-hand corner, hover your mouse over your name and then click on Account Settings



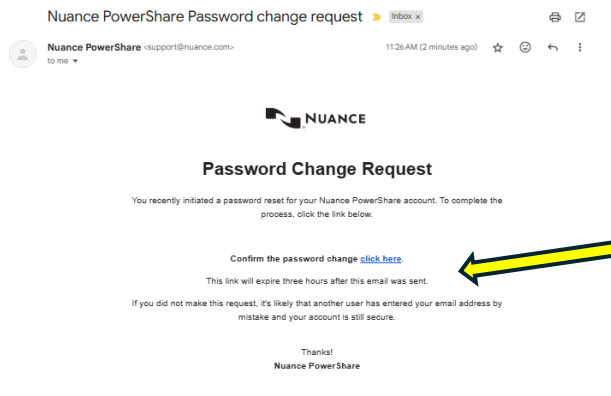
7. Security Information: Check - Yes-I have a USA phone number to receive text messages, then select **Enable Two-Step verification Complete two-step verification for my USA phone number** then continue to next step or select **Cancel** which takes you back to account settings **page 6 step #9**.



8. The below message will pop up – Follow step by step
 - a. To start using 2-Step Verification, please complete the following steps. You will **not** be able to login to PowerShare until you complete all the steps:



- b. Go to your email and follow instructions - **Confirm the password change** [click here](#).



- c. You will be prompted to Change Password

NUANCE

Change Password

Enter a new password for

confirm your new password

Next

- d. Once completed, you will be directed back to the sign in page

Nuance® **PowerShare™** Network

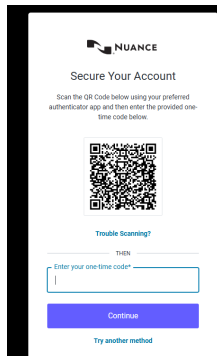
Sign in to PowerShare

Email

Next

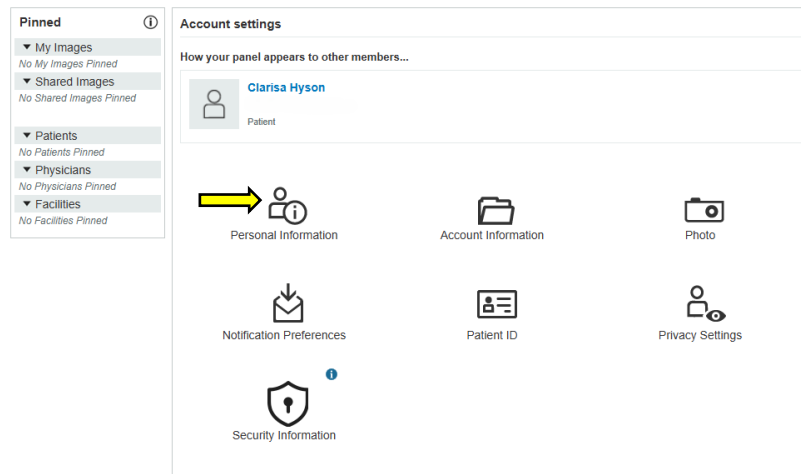
New to PowerShare?
[Register now](#)

- e. Once you sign in, you will be directed to “secure your account page and a QR code will generate. Before you scan the QR code, watch the **Two-Step Verification for Patient Accounts video**



- f. Open your Authenticator app/ or download the app on your phone then scan the QR Code, next enter the provided one-time code then enter your one-time code from your authenticator app, then click continue this will take you back to the common tasks page. Return to the account settings page and select Patient ID. – Continue to step 9 below.

9. Click on Personal Information



10. Complete the sections and then click Save. By doing so, any image request forms you complete will have this information automatically added (step #3 in the request images from Midlands section).

Pinned ⓘ

▼ My Images
No My Images Pinned

▼ Shared Images
No Shared Images Pinned

▼ Patients
No Patients Pinned

▼ Physicians
No Physicians Pinned

▼ Facilities
No Facilities Pinned

Change your user settings

Required

Clarisa

Hyson

Optional

Time Zone Preference (UTC-05:00) Eastern Time (US & Canada) ▼

Date of Birth (mm/dd/yyyy)

☐ Male
☒ Female

Address2

South Carolina ▼

Save

or Cancel

11. Go back to the account settings page and select Patient ID.

Home

Contacts

Images

Messages

Pinned ⓘ

▼ My Images
No My Images Pinned

▼ Shared Images
No Shared Images Pinned

▼ Patients
No Patients Pinned

▼ Physicians
No Physicians Pinned

▼ Facilities
No Facilities Pinned

Account settings

How your panel appears to other members...

Elgin, SC 29045
Patient

Personal Information

Password

Account Information

Photo

Notification Preferences

Patient ID

Privacy Settings

Security Information

12. Please upload a scanned copy or a picture of your driver's license, state ID card, or military ID.

a. Click Select File button and then find the file containing your ID.

Pinned ⓘ

▼ My Images
No My Images Pinned

▼ Shared Images
No Shared Images Pinned

▼ Patients
No Patients Pinned

▼ Physicians
No Physicians Pinned

▼ Facilities
No Facilities Pinned

Modify Patient ID Photo

Current Patient Photo

You currently do not have a Patient ID photo.

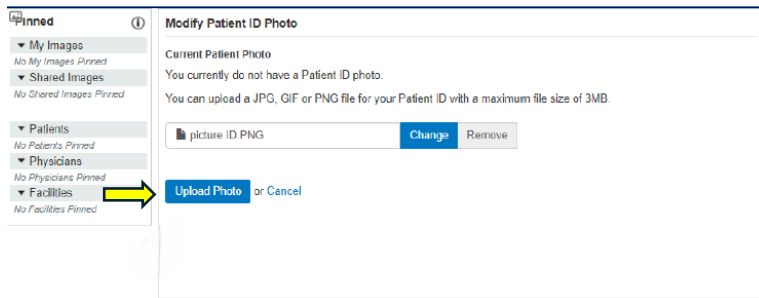
You can upload a .JPG, .GIF or .PNG file for your Patient ID with a maximum file size of 5MB.

Select File

Upload Photo

or Cancel

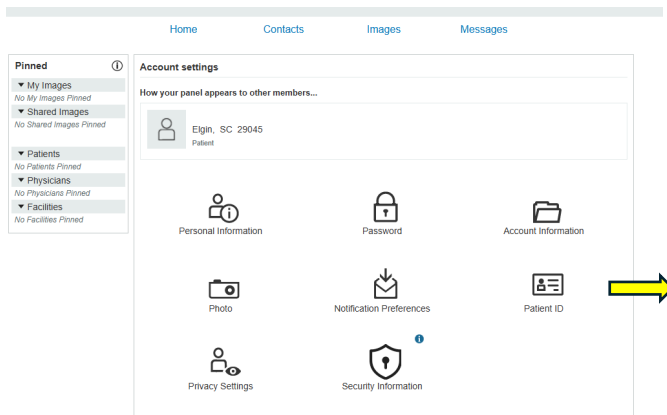
b. Click Upload Photo



- c. Move the sides, top, and bottom of the crop box to be around your ID. Click the Save button when done.



13. Go back to the account settings page and select Notification Preferences.



- a. Check the box next to 'Studies are shared with my account' and then click Save button.

Pinned 1

▼ My Images

No My Images Pinned

▼ Shared Images

No Shared Images Pinned

▼ Patients

No Patients Pinned

▼ Physicians

No Physicians Pinned

▼ Facilities

No Facilities Pinned

Change Notification Settings

Send my account an email when:

General Notifications

☒ Messages are sent to my account
☒ Contact requests are sent to my account
☒ Studies are shared with my account
☐ I copy a study successfully

Study Upload Notifications

☐ Studies are uploaded by users within my business account
☐ Studies are uploaded by any of my contacts
☐ A study fails to upload to my account

Send my account a message when:

General Messages

☒ Studies are shared with my account
☐ I copy a study successfully

Study Upload Messages

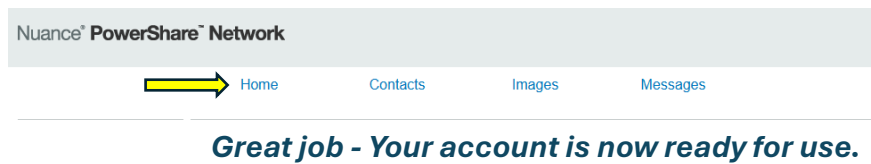
☐ Studies are uploaded by users within my business account
☐ Studies are uploaded by any of my contacts
☐ A study fails to upload to my account

Save

 or

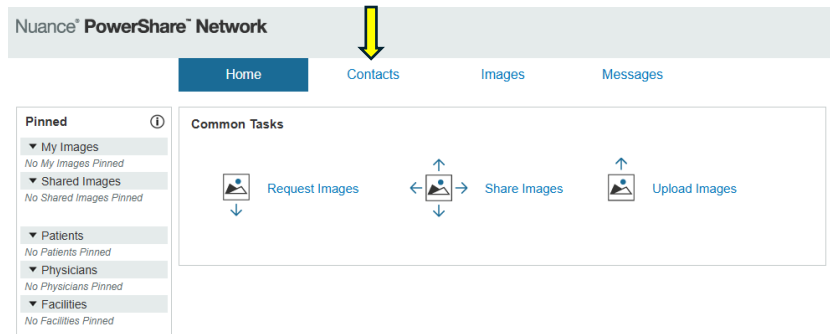
Cancel

14. Click the Home tab.

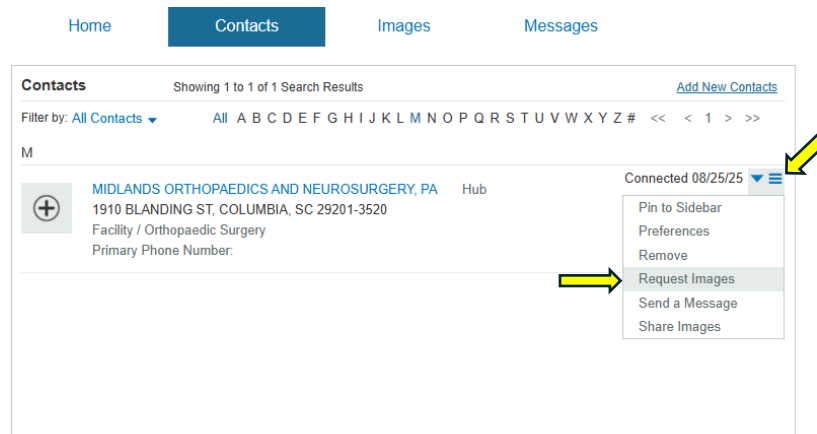


Requesting Images from MIDLANDS

1. Log into the PowerShare website.
2. Click on Contacts tab.



3. All contacts for your account will appear here. Since Midlands sent you an invitation, it will appear here in your contacts list.
 - a. Hover your mouse over the blue triangle to the right of the contact listing.
 - b. From the drop down, click on Request Images.



4. Create Your Image Request form appears.

Any information you completed during your account creation will appear here. You will need to add information on the images you request.

 - a) Choose whether the priority is STAT, Urgent or Routine.
 - b) In the description section, tell us what you need.
 - c) Click the Send Request button

Pinned

My Images

No My Images Pinned

Shared Images

No Shared Images Pinned

Patients

No Patients Pinned

Physicians

No Physicians Pinned

Facilities

No Facilities Pinned

Create Your Image Request

To help identify your images, please fill out the additional information.

Requested By:

Name: Charles Hyson

Email Address: ...

Request will be sent to:

Facility: MIDLANDS ORTHOPAEDICS AND NEUROSURGERY, PA

Address: 1910 BLANKING ST, COLUMBIA, SC

Patient Information

Name: Charles Hyson

Date of Birth: ...

Sex: ...

Address: ...

City: ...

State: ...

Zip: ...

Phone: ...

Change Patient Info

Image Information

ROUTINE

Optional

Image Date

Physician

Modality

Body Part

Description

Note: Special characters less than ("<") and greater than (">") will be removed from the description automatically.

Send Request

or Cancel (canceldashboard/view.action)

Note: If you would like images sent to another facility, please specify that in your request (e.g., “Please send studies to [Facility Name]”). If the facility is not local, include as much address information as possible to help us complete your request. Example: “**Please send** all chest X-rays and CT studies from May 1, 2020 through [end date] to [Facility Name], located at [address].”

5. An Image Request Confirmation will appear

Pinned

My Images

No My Images Pinned

Shared Images

No Shared Images Pinned

Patients

No Patients Pinned

Physicians

No Physicians Pinned

Facilities

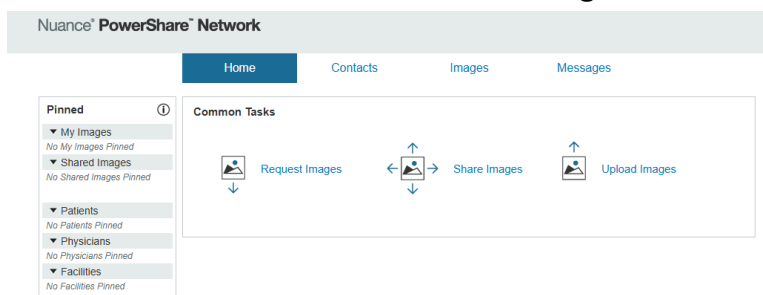
No Facilities Pinned

Image Request Confirmation

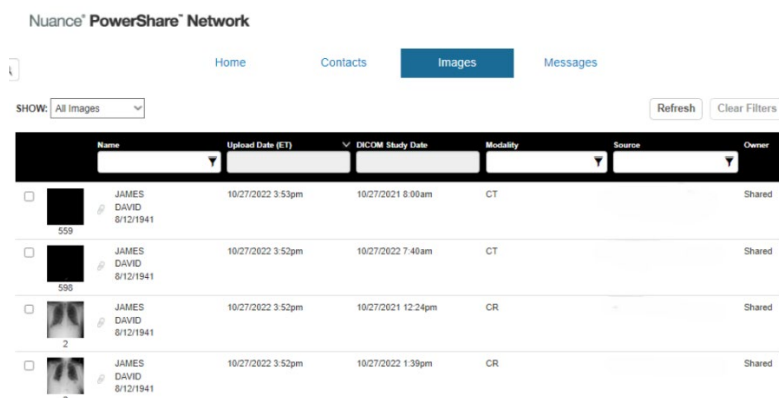
Your image request was successfully sent to MIDLANDS ORTHOPAEDICS AND NEUROSURGERY, PA.

Receiving Images from Midlands

1. You will receive an email once your images have been uploaded to your account.
2. Open the PowerShare website and then click on the Images tab.



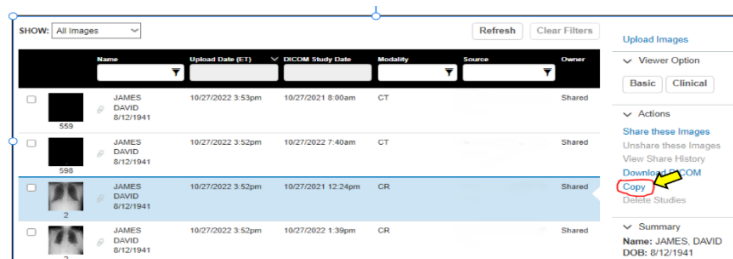
3. Shared studies will appear in the All-Images list. To save a study, click one, then click Copy. To select multiple studies, check the boxes next to each image icon, and then click "Copy".



4. Shared studies will appear in the All-Images list.



5. To save studies, click on one, then click Copy.



To select more than one study, click the box next to the image icon, then click the Copy button

SHOW: All Images Refresh Clear Filters Upload Images

	Name	Upload Date (ET)	DICOM Study Date	Modality	Source	Owner
<input checked="" type="checkbox"/>	JAMES DAVID 8/12/1941	10/27/2022 3:53pm	10/27/2021 8:00am	CT		Shared
<input checked="" type="checkbox"/>	JAMES DAVID 8/12/1941	10/27/2022 3:52pm	10/27/2022 7:40am	CT		Shared
<input checked="" type="checkbox"/>	JAMES DAVID 8/12/1941	10/27/2022 3:52pm	10/27/2021 12:24pm	CR		Shared
<input checked="" type="checkbox"/>	JAMES DAVID 8/12/1941	10/27/2022 3:52pm	10/27/2022 1:39pm	CR		Shared

4 Studies Selected Show Unselect All

Actions

- Share these Images
- Unshare these Images
- View Share History
- Download DICOM
- Copy**
- Delete Studies

6. An Image transfer confirmation box appears. Click Confirm to continue.

Image Transfer Confirmation

Date	Modality	Body Part	Patient Name	#Images	Status	Cost
10/27/21, 8:00:43 AM.000	CT	CHEST	JAMES, DAVID	559	OK	\$ 0.00
10/27/22, 7:40:12 AM.000	CT	CHEST	JAMES, DAVID	598	OK	\$ 0.00
10/27/21, 12:24:53 PM.000	CR	CHEST	JAMES, DAVID	2	OK	\$ 0.00
10/27/22, 1:39:14 PM.000	CR	CHEST	JAMES, DAVID	2	OK	\$ 0.00
Total						\$ 0.00

Confirm Cancel

7. An Image transfer result box appears. Click Close to continue.

Image Transfer Results

Transfer initiated for images: DAVID JAMES:CT:CHEST

Transfer initiated for images: DAVID JAMES:CT:CHEST

Transfer initiated for images: DAVID JAMES:CR:CHEST

Transfer initiated for images: DAVID JAMES:CR:CHEST

Please check your messages for the status of each transfer. This process may take a few minutes, or up to an hour, depending on image count and current load. You will only be billed when the transfer successfully completes.

Close

Note: Disregard message “You will be billed when the transfer successfully completes.” You have a free account though Midlands.

8. Studies that are COPIED are saved to your account and will appear under My Images.

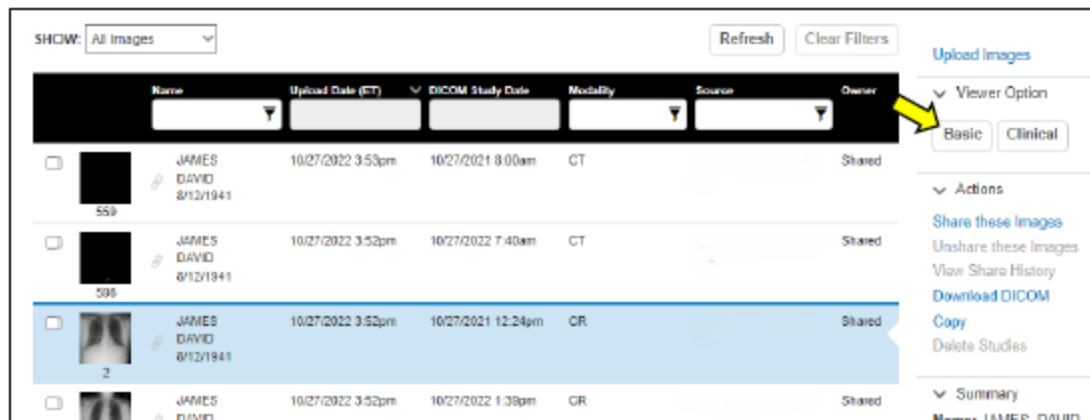
The screenshot shows a web interface for managing medical images. At the top left, a dropdown menu labeled 'SHOW:' is set to 'My Images' and is circled in red. To its right are 'Refresh' and 'Clear Filters' buttons. Further right is a blue 'Upload Images' link. Below these is a table with columns: Name, Upload Date (ET), DICOM Study Date, Modality, Source, and Owner. The table contains four rows of study data. To the right of the table are two sections: 'Viewer Option' with 'Basic' and 'Clinical' buttons, and 'Actions' with links for 'Share these Images', 'Unshare these Images', 'View Share History', 'Download DICOM', 'Copy', and 'Delete Studies'.

	Name	Upload Date (ET)	DICOM Study Date	Modality	Source	Owner
<input type="checkbox"/>	JAMES DAVID 8/12/1941 595	11/01/2022 12:23pm	10/27/2022 7:40am	CT	David James	Mine
<input type="checkbox"/>	JAMES DAVID 8/12/1941 559	11/01/2022 12:23pm	10/27/2022 5:00am	CT	David James	Mine
<input type="checkbox"/>	JAMES DAVID 8/12/1941 2	11/01/2022 12:23pm	10/27/2022 1:39pm	CR	David James	Mine
<input type="checkbox"/>	JAMES DAVID 8/12/1941 2	11/01/2022 12:23pm	10/27/2022 12:24pm	CR	David James	Mine

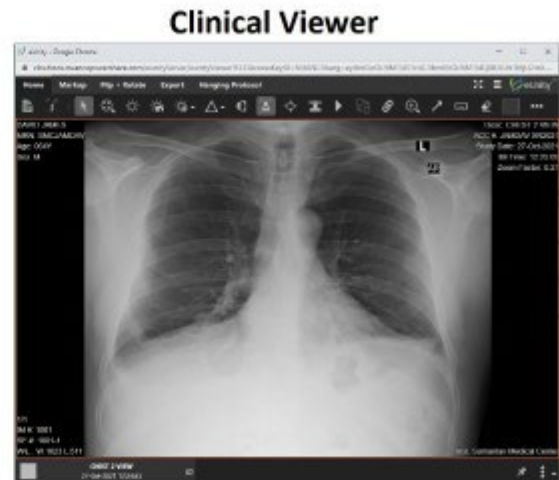
The studies are now in your account and available for 45 days.

Viewing Images in PowerShare

1. Click on the study to highlight it and then click the Basic or Clinical button.

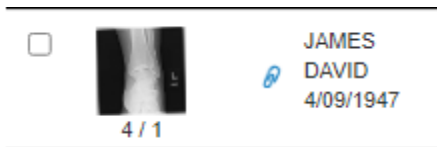


2. A viewer window will open with the study's images.



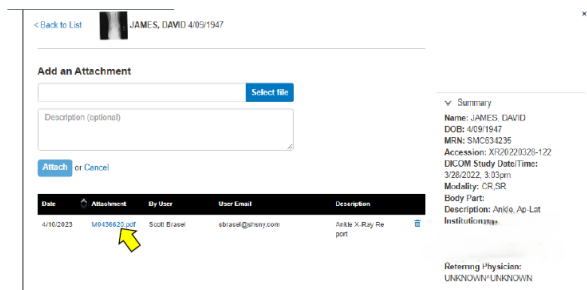
Viewing Reports in PowerShare

1. Click on the blue colored paperclip to view your report.

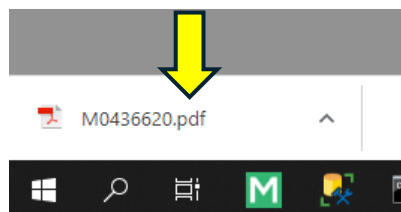


2. A new window will open.

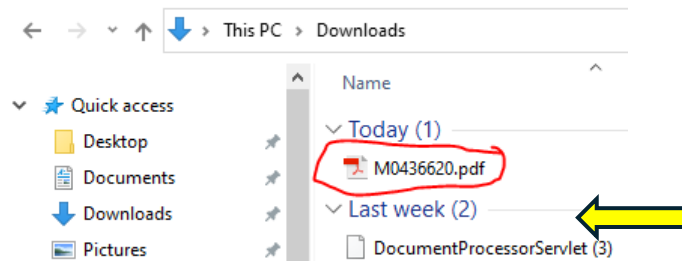
Click on the blue colored attachment name to download the attachment to your PC.



3. To open and view the report, you can either:
 - a. double click the file from the download bar at bottom of your browser window.

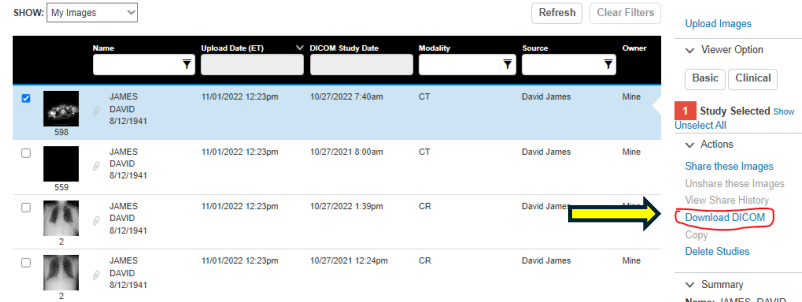


- b. Go to the download folder on your PC to open and view the report.

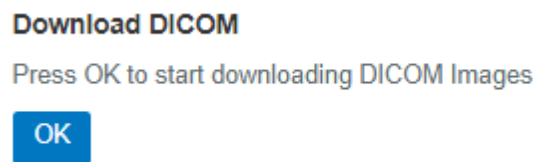


Downloading Images to Your PC

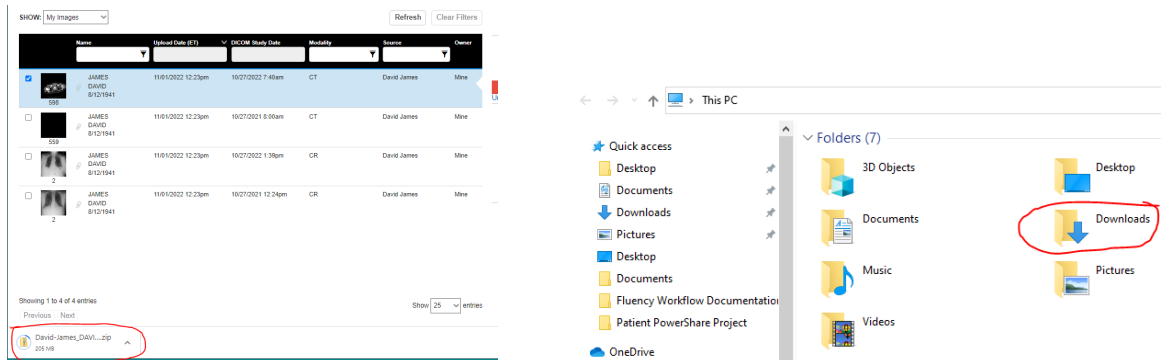
1. Go to My Images
2. Highlight the study you want to download and then click on Download DICOM.



3. A download DICOM box will appear. Click Yes to include the viewer

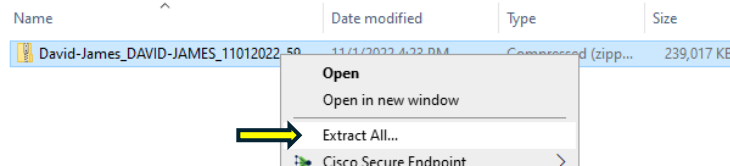


4. A zip file containing the study and the viewer is then downloaded to the Downloads folder on your PC.

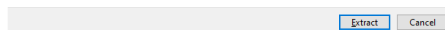
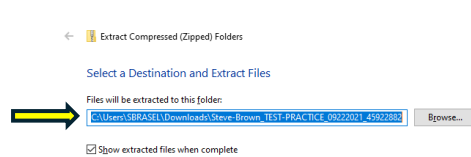


Viewing Images on Your PC

1. Right click on the zip file and select “Extract All” from the dropdown menu

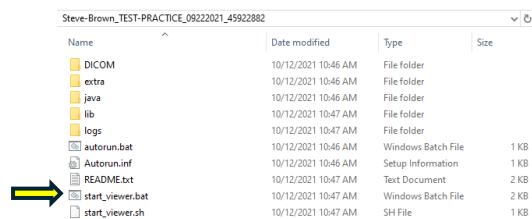


2. Select the destination folder using the Browse button and then click Extract button.

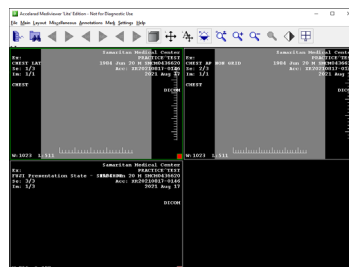


3. The folder containing the extracted files should open automatically. If it does not, open the unzipped file from the location you extracted the folder to.

4. To launch the viewer, click on “start_viewer.bat”

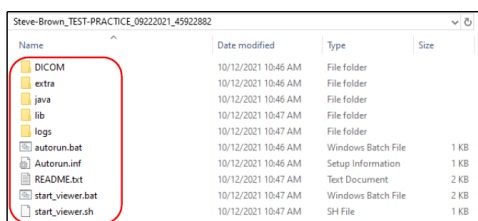


5. A basic image viewer will open to display your images.



Create Your Own cd/DVD or USB Copy

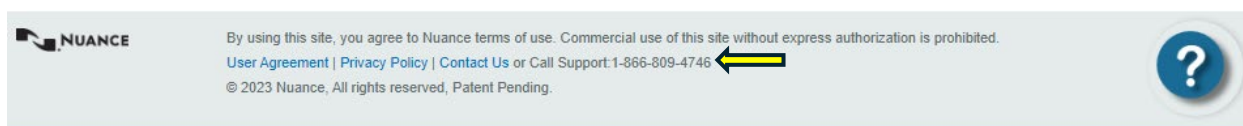
1. In the folder containing the extracted files you downloaded, select all the folders and files.



2. Copy and paste those files to your cd/dvd or USB drive.
 - a. Once the disc is complete, inserting the disc into a drive should automatically launch the viewer.
 - b. For the USB, you will have to click on the “start_viewer.bat” file to launch the viewer.

PowerShare Support

If you are experiencing problems with PowerShare, please call support at **1-866-809-4746**. That number as well as a contact email to PowerShare can be found at the bottom of PowerShare window.



You can also access the “Show Me How To” section once logged into PowerShare by clicking on the blue question mark in the lower right-hand corner.



Click on a title and the website will walk you through the process.

