



How to Prepare Your Documents for Upload

Case Studies:

- Each case study **must be put together as a single PDF or PowerPoint file.**
 - Combine multiple images exported from ultrasound machine (JPEG, TIFF, BMP, etc.) with its corresponding final report to make a single file (helpful instructions below and on the following pages).
 - You will be required to enter the case number, name of the interpreting provider, and the performing sonographer (if sonographer is used) prior to uploading the case study. All files for one case will be uploaded at the same time.
- Label files in an organized fashion.
 - Examples:
 - *PDF, PowerPoint, Video:*
 - *Site X Comprehensive Elbow1.pdf*
 - *Site X dynamic elbow1.avi*

Physician Documents:

- Each physician has a page to upload different files; therefore, **a separate file is necessary for each required documentation.**
 - Example:
 - *Dr. Smith license.pdf*
 - *Dr. Smith proof of fellowship.jpg*

Sonographer Documents:

- Each sonographer has a page to upload different files; therefore, **a separate file is necessary for each required documentation.**
 - Example:
 - *JenK_ARDMS.jpg*
 - *JenK_CollegeCert.pdf*

Ultrasound Machine Quality Assurance Reports:

- Each machine has an upload page; therefore, **a separate file is necessary for each unit.**
 - Example:
 - *GE_1_Six X.pdf*

Accreditation Master Services and Business Associate Agreement (MSA/BAA):

- Must be printed out, completed, signed/dated, and then scanned back in:
Title the file appropriately.
 - Example:
 - *Agreement_Submittal249.pdf*

How to Combine Multiple Files into a Single PDF with Adobe Acrobat (note: do not combine with any videos because the videos will no longer work)

- Please refer to the link that applies to your specific version of Adobe Acrobat:
 - Adobe Acrobat 9: <https://goo.gl/kwaLF1>
 - Adobe Acrobat 10: <https://goo.gl/vcd1BA>
 - Adobe Acrobat 11: <https://goo.gl/HG2JUE>
 - Adobe Acrobat DC (current version): <https://goo.gl/3Qp2VP>

How to Import Multiple Images into PowerPoint by Creating a Photo Album

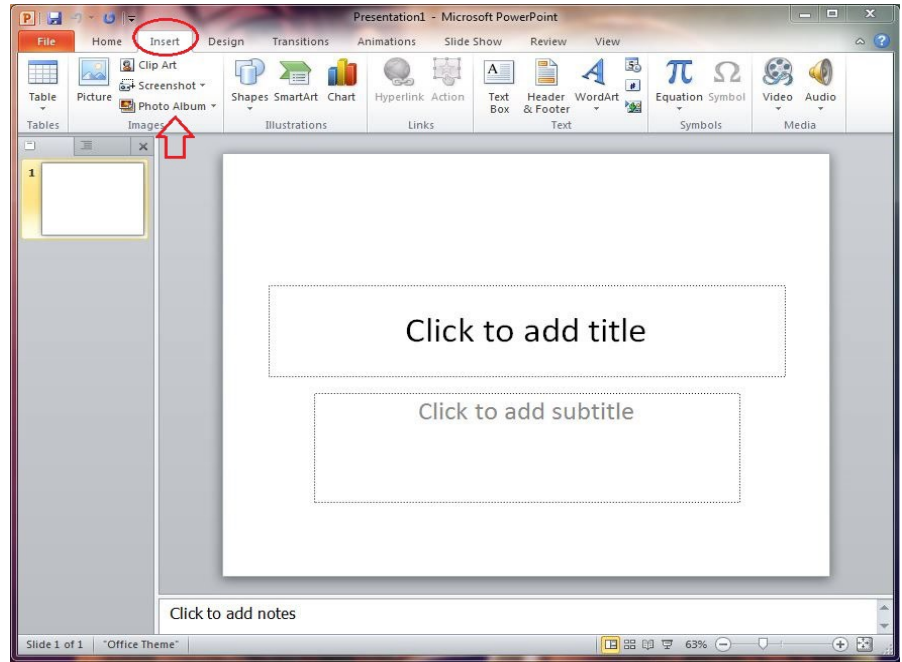
Insert images as a batch using PowerPoint's Photo Album tool.

Photo Album is useful for creating a series of slides that are primarily images.

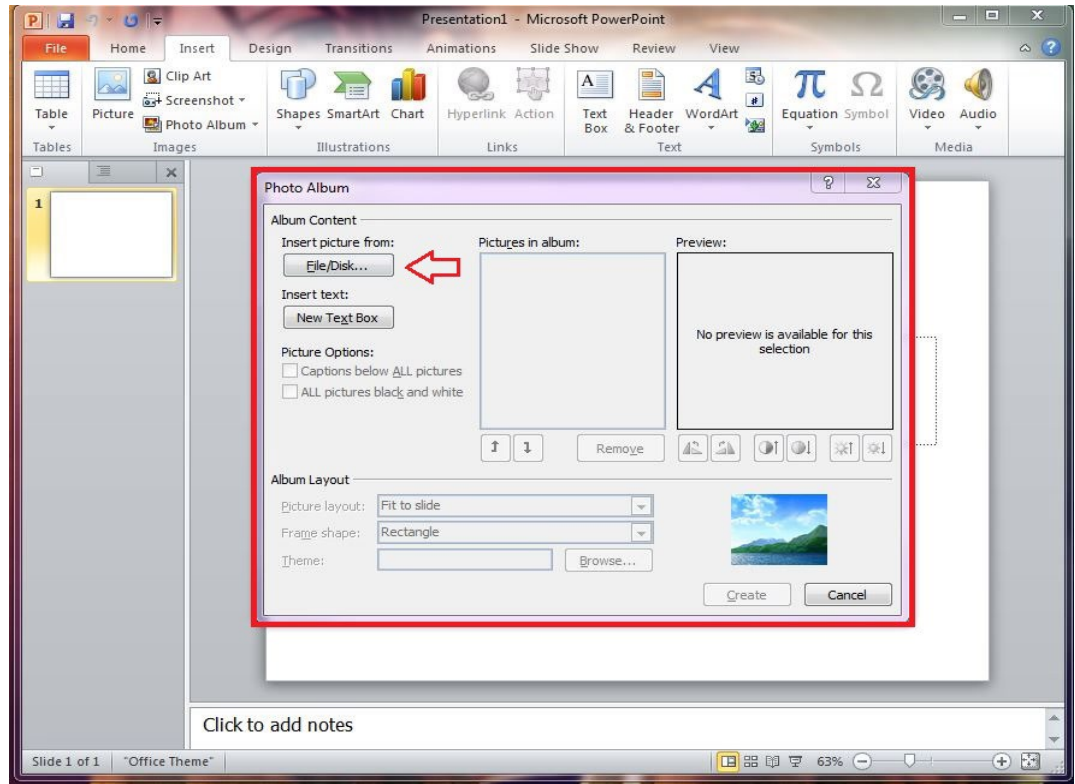
This process may differ slightly depending on the version of PowerPoint you are using.

Create a Photo Album

1. On the "Insert" tab, click on "Photo Album":



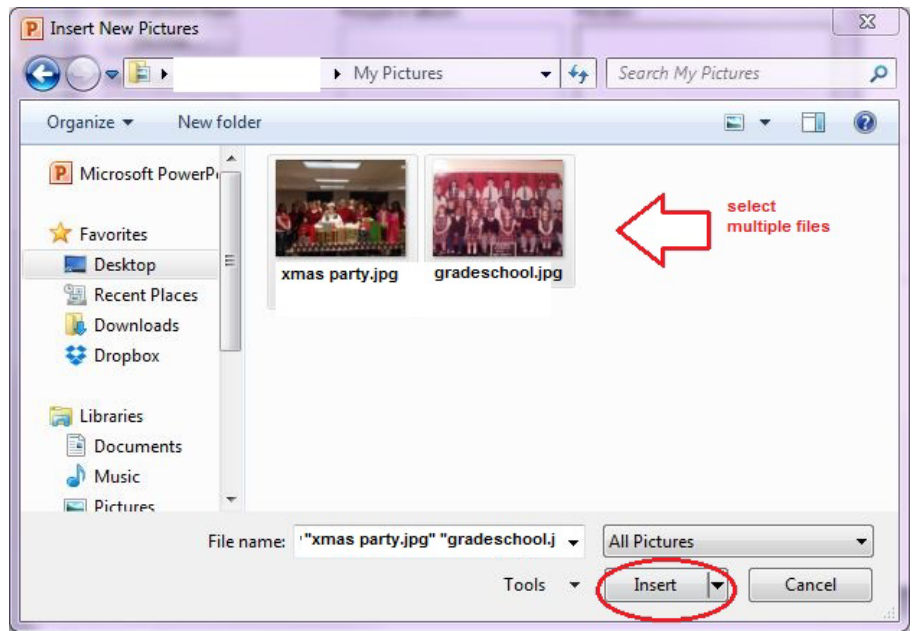
2. In the Photo Album dialogue box, click on "Insert Picture from File/Disk":



3. Navigate to the folder where your images are stored:

- Holding the buttons “CTRL” and “A” together will select all files in the folder, or, you can select multiple files by holding down the “CTRL” button and clicking your mouse on each picture

4. Once you have selected all of the pictures you want to add to your presentation, click “insert”. Repeat this step for as many pictures as you want to add to the photo album:



5. The files you selected will now be listed under “Pictures in album” in the photo album dialogue box. Under “album layout” in the Photo Album dialogue box, click on the drop down list for “Picture Layout”. Choose how you would like the pictures displayed:

- If you want the pictures to stretch so they fill an entire slide, make sure to choose “fit to page”
- If you need to add text to the slides with pictures on them, choose “1 picture with title”

6. In the Photo Album dialogue box, click on “Create”. All of the pictures you selected will now be inserted as individual slides.

