

Hello and thank you for setting an appointment with Dr. Friedman. You will receive an email from Judy at judy@goodhormonehealth.com giving you access to Dr. Friedman's secure and HIPAA-compliant personal Dropbox. Please keep that email. Prior to your appointment, you are encouraged to upload medical records into your Dropbox into a subfolder called "patient uploads". This should be done at least 48 hours before your telemedicine or other appointment using these guidelines, as this will give our staff an opportunity to help you if you have problems. You can add extra labs at the last moment, if needed, but you may not be able to get assistants. Do not send records by email

1. Please do not send links to medical records. Please only use Dr. Friedman's dropbox and not your own.
2. Do not request to be a team member Do not rearrange or remove files from your Dropbox.
3. Upload medical records as pdf's that are properly labeled or as a spreadsheet.
4. Try to get results from the laboratory or hospital where all the results are on a few pages.
5. Spreadsheets summarizing results (with normal ranges) are encouraged
6. Do not take cell phone pictures of documents and send as .jpgs.
7. Dr. Friedman welcomes your medical records related to your endocrine issues, but to keep the amount reasonable, please send endocrine records only from the last 2 years, with the exception of labs used to make your initial diagnosis (such as hypothyroidism or Cushing's syndrome)
8. If you don't have medical records, or radiology images, or neither, don't worry!
9. After your appointment, you will be able to see your records, orders, labs and dictations in your Dropbox.
10. If you have radiology images (Dr. Friedman only reviews pituitary MRIs) you'd like to share at your appointment, please follow these instructions. Radiology images will not be reviewed if sent any other way, including on CD's sent through snail mail.

Uploading Your Medical Images Dr. Friedman stores medical images in a central cloud PACS to increase accessibility. Please follow the directions below to submit medical images in a secure and convenient manner. There are now three options, uploading from a CD or from a file on your computer using a web uploader or uploading from a link. You don't need a CD for the 2nd and 3rd options.

1) To upload images from a CD, please [click here](#). Then **A.** drag all of the folders on the imaging CD and drop them in the box to upload. (The uploader will automatically locate your images but, this process *may* take longer) **B.** Or navigate the folder and select the .dcm files and drop them in the box to upload. (this is faster but may take some effort to locate the .dcm files)

2) To upload images from your computer

A. Open the file containing your images, search for the DICOM folder stored on your computer and drag/drop them into the box on the web page to upload as described above.
B. Or click the "Upload from files" button, navigate to the DICOM folder, and select "Open". (see image below)

3) To upload images from a link

1. Open the link that was shared with you
2. Once you are within the portal, see if you are able to find a button that says “Export”, “Download as Dicom”, or “Download”
3. Once you have found the export option find the folder you downloaded, make sure that the files you downloaded are in .dcm format.
4. While in the folder, drag/drop the DICOM files into the box on the web page to upload
Or click the “Upload from files” button, navigate to the DICOM folder, and select “Open”.

Once the images are done uploading, the “Uploading” **blue** progress bar will become **green** and a description of your images should still be visible.

Trouble uploading? Call 1 (800) 501-1537 or email support@purview.net

If you have questions about the Dropbox, including needing help with it, please email Judy at judy@goodhormonehealth.com

Disorganized labs will lead to a longer, more expensive and less productive appointment. Thank you for understanding – Dr. Friedman