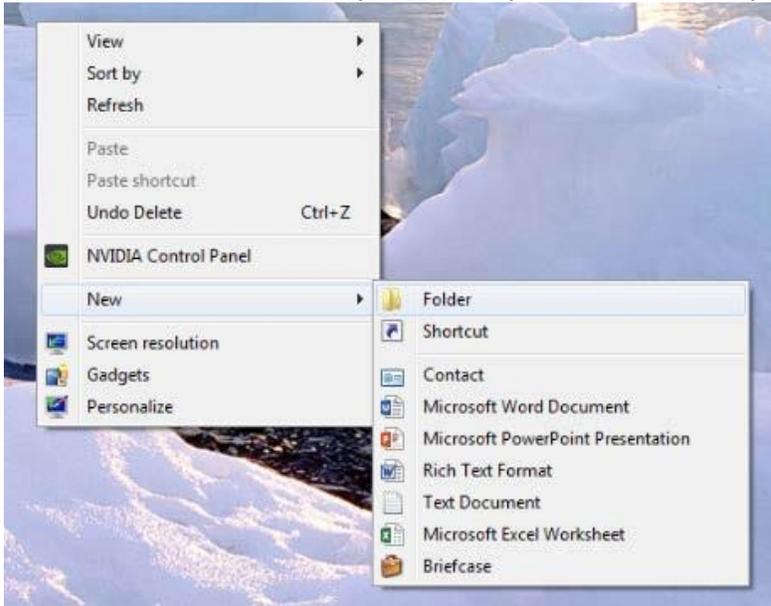


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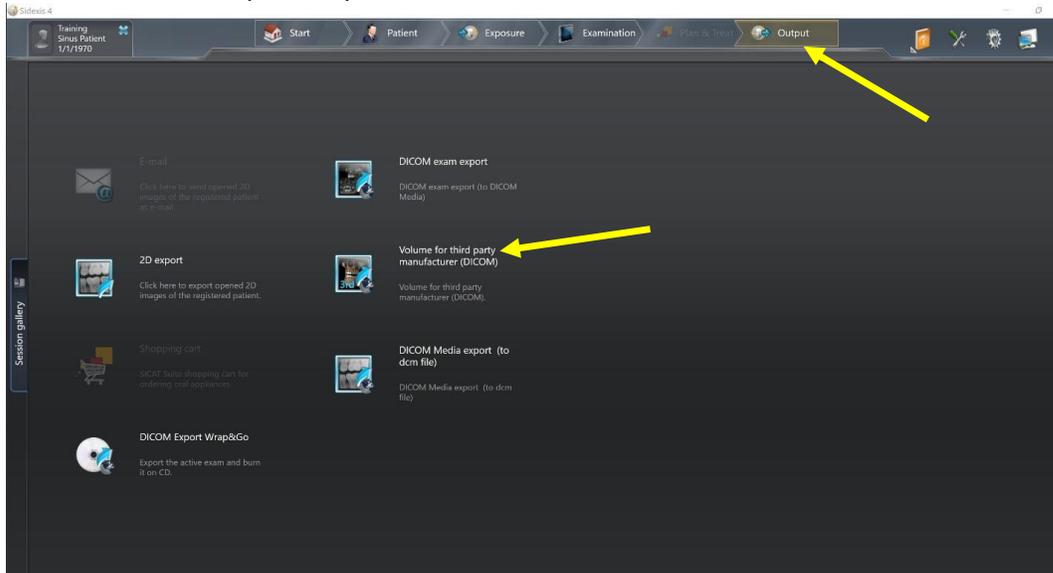
How to Export DICOM Files from Dentsply Sirona

Thank you for choosing DRDx as your oral and maxillofacial radiologist referral! The only files we need to read your CBCT scan are known as DICOM files (file extension is “.dcm”). There are usually several hundred DICOM files since these represent the slices of the CBCT scan. You can access these files in your CBCT machine’s proprietary software, not your office’s electronic patient record software. Many CBCT companies have the ability to export viewing software or other shortcuts, but we only need the full set of DICOM files. Before exporting the DICOM files, be sure to create a patient folder on our website and input your patient’s information. You can then simply drag and drop the DICOM files to your patient’s folder on our website. These instructions should help you export the necessary files, but CBCT companies constantly make upgrades to their software. Be sure to contact their customer service, or your local representative who sold you the machine, for additional help exporting the DICOM files if needed.

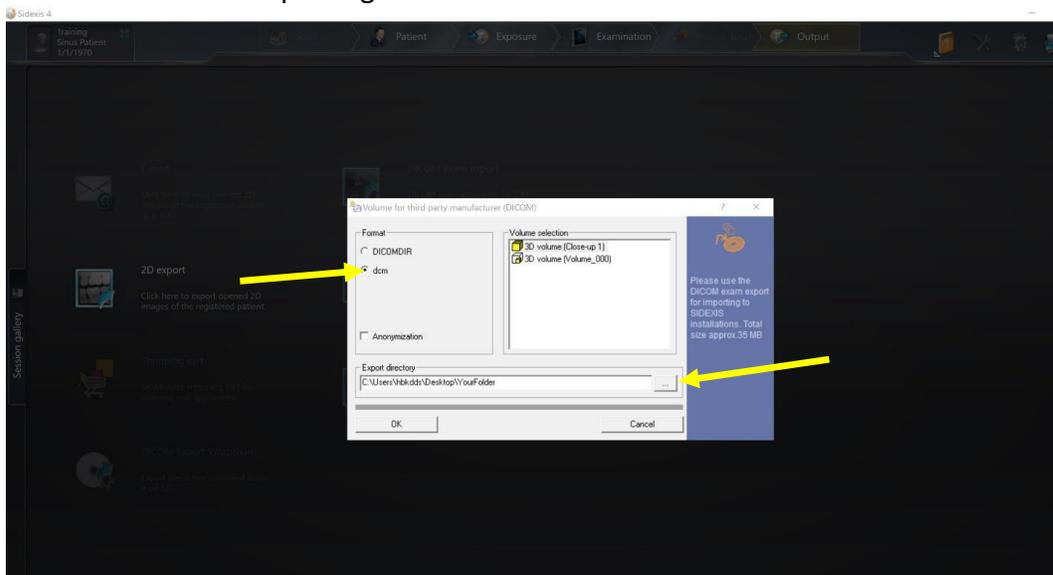
1. Create a new folder on your desktop labeled with the patient’s name.



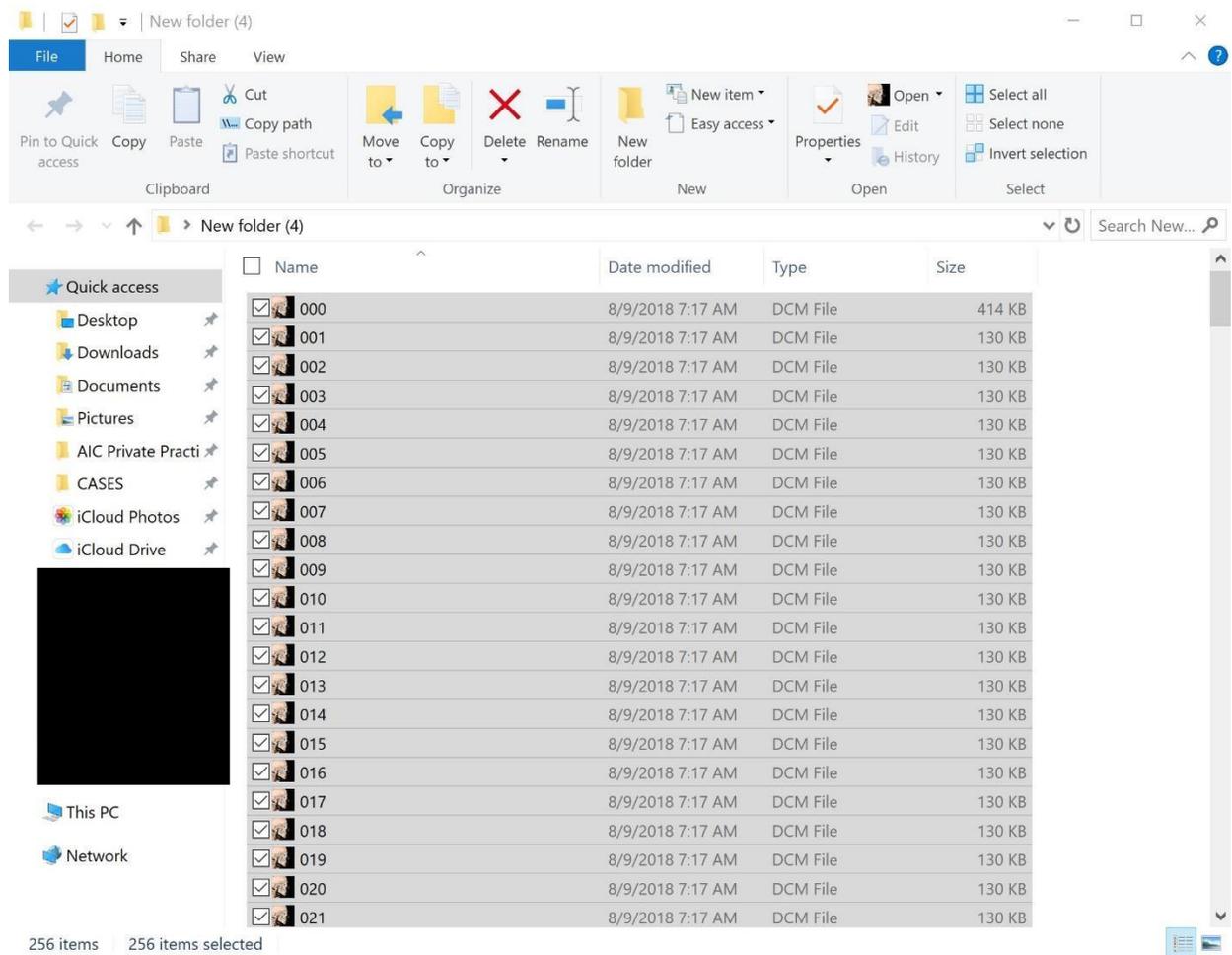
- Open the patient's CBCT scan in your Dentsply Sirona CBCT machine. At the top of the screen click on the "Output" tab. Then click "Volume for third party manufacturer (DICOM)". **Note: some versions of the Sidexis software may not have the "Volume for third party manufacturer" option. If this is the case, please select "DICOM exam report" instead and skip to step 6 to read how to access the DICOM files.**



- A window should appear which allows you to pick the file format and location where you will export the DICOM files to. Please select the "dcm" file format option (we do not need the "DICOMDIR" file). Under "Export Directory", click on the "..." button. Select the folder which you created on the desktop in step 1, and click "OK". The DICOM files should now be exporting.

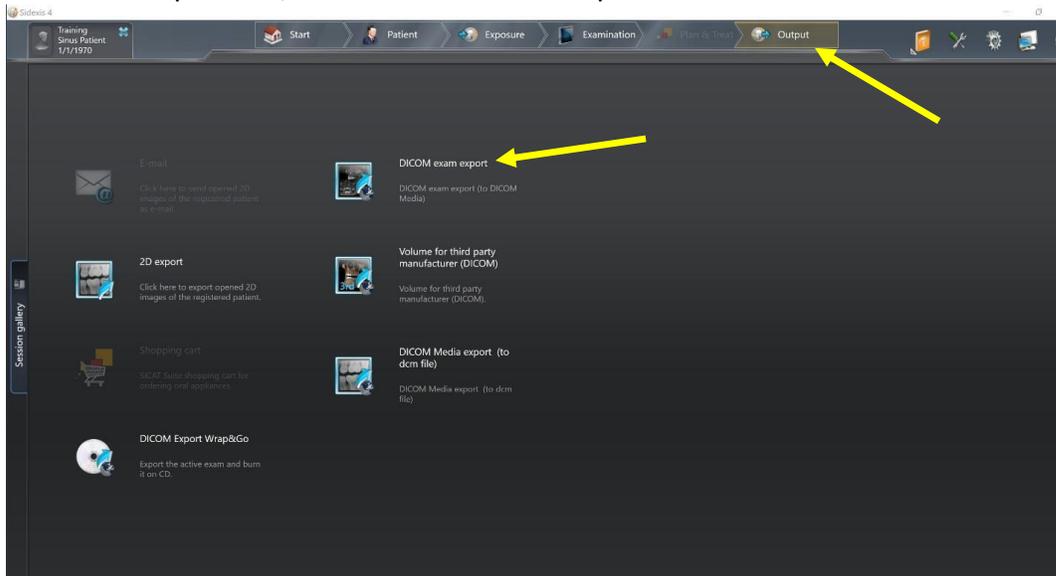


4. Open the folder on your desktop you created in step 1 in order to verify the DICOM files were all exported. There should be several hundred files since these represent the slices of the CBCT scan.

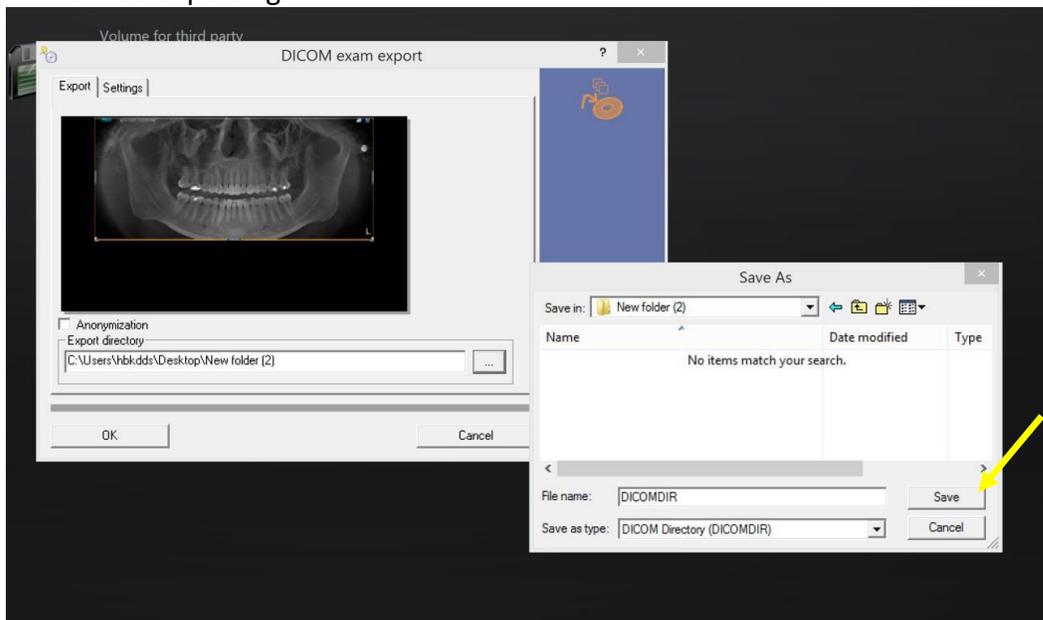


5. Highlight all of the DICOM files. You can do this by either: 1.) clicking on one file in the folder and then holding the “Control” and “A” buttons, or 2.) clicking on the first DICOM file, holding shift, and then clicking on the last DICOM file. Then drag and drop all of the highlighted DICOM files to your patient’s folder on the DRDx website following the onscreen prompts.

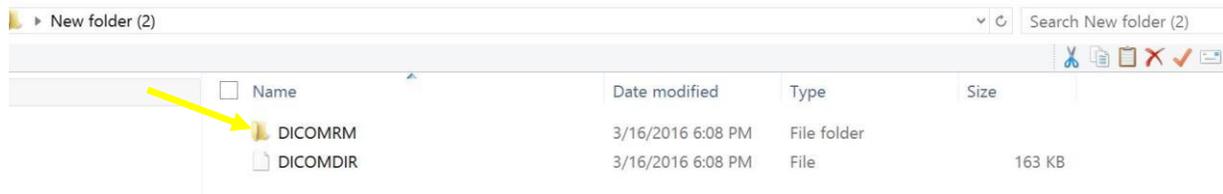
6. If your software does not have the “Volume for third party manufacturer” option under the “Output” tab, select “DICOM exam report” instead.



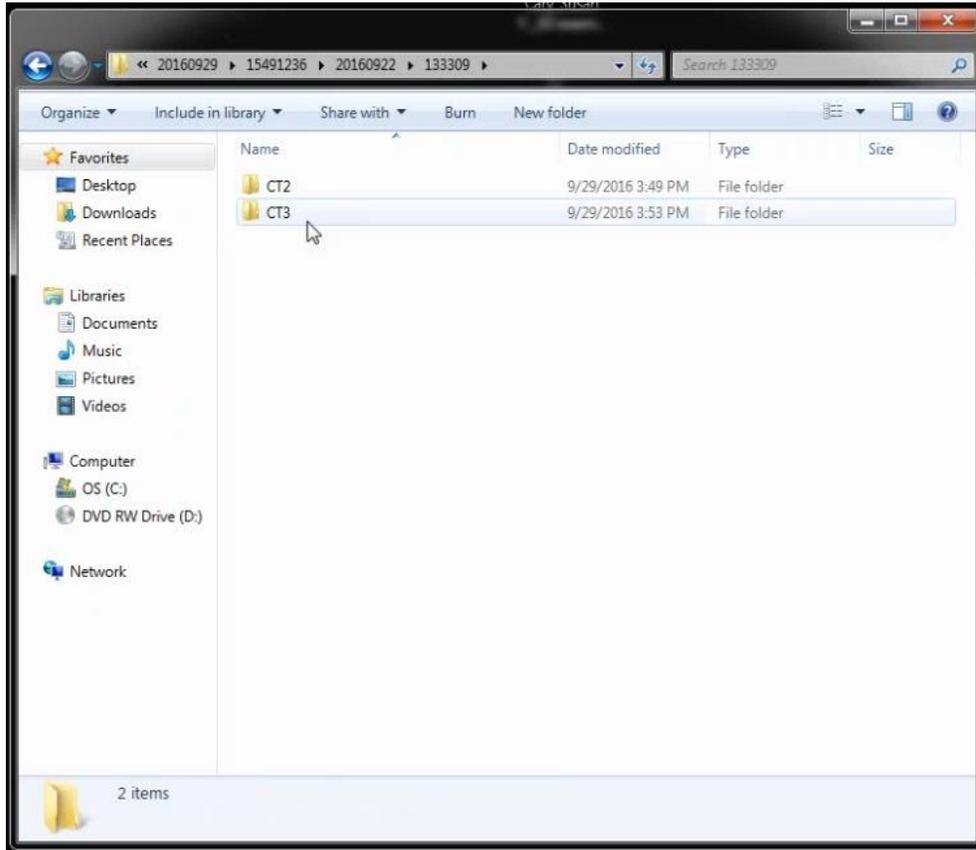
7. A window should appear which allows you to pick the location where you will export the DICOM files to. Under “Export Directory”, click on the “...” button. Select the folder which you created on the desktop in step 1, and click “Save”. The DICOM files should now be exporting.



8. To find the folder which has the DICOM files, open the folder on your desktop you created in step 1. Click the “DICOMRM” folder.



9. The DICOMRM file has several folders within it. Continue to click on the top folder each time until you reach a folder labeled “CT3”. The folder containing the DICOM files is labeled “CT3”. Click on the “CT3” folder in order to verify the DICOM files were all exported. There should be several hundred files since these represent the slices of the CBCT scan.



► DICOMRM ► 20160316 ► 18084065 ► 20070411 ► 195330 ► CT3

Search CT3

<input type="checkbox"/> Name	Date modified	Type	Size
<input checked="" type="checkbox"/> 000	3/16/2016 6:08 PM	File	663 KB
<input checked="" type="checkbox"/> 001	3/16/2016 6:08 PM	File	514 KB
<input checked="" type="checkbox"/> 002	3/16/2016 6:08 PM	File	514 KB
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<input checked="" type="checkbox"/> 022	3/16/2016 6:08 PM	File	514 KB
<input checked="" type="checkbox"/> 023	3/16/2016 6:08 PM	File	514 KB

10. Highlight all of the DICOM files. You can do this by either: 1.) clicking on one file in the folder and then holding the “Control” and “A” buttons, or 2.) clicking on the first DICOM file, holding shift, and then clicking on the last DICOM file. Then drag and drop all of the highlighted DICOM files to your patient’s folder on the DRDx website following the onscreen prompts.