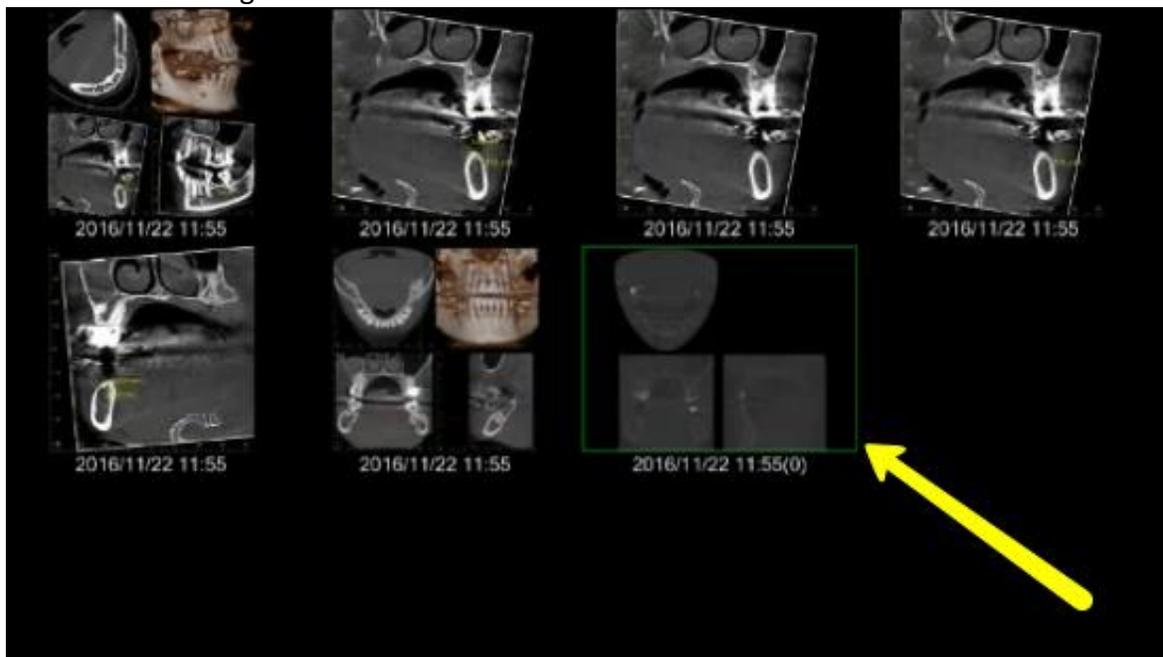


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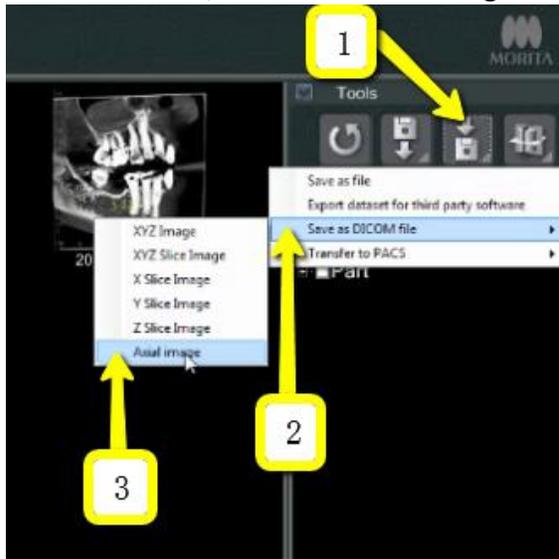
How to Export DICOM Files from J. Morita

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.

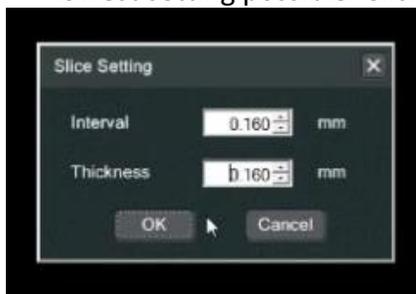
1. Select the patient’s CBCT scan in your J. Morita CBCT machine but do not open it. It will be outlined in green.



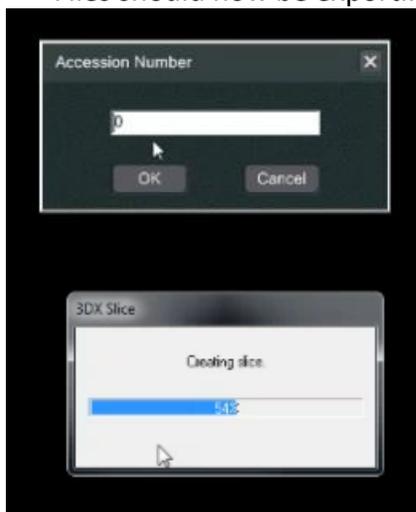
- Under “Tools” on the right side of the screen, click “Save DICOM”. Select “Save as DICOM file”, then click “Axial image”.



- A “Slice Setting” window should appear. Change “Interval” and “Thickness” to the lowest setting possible. Click “OK”.



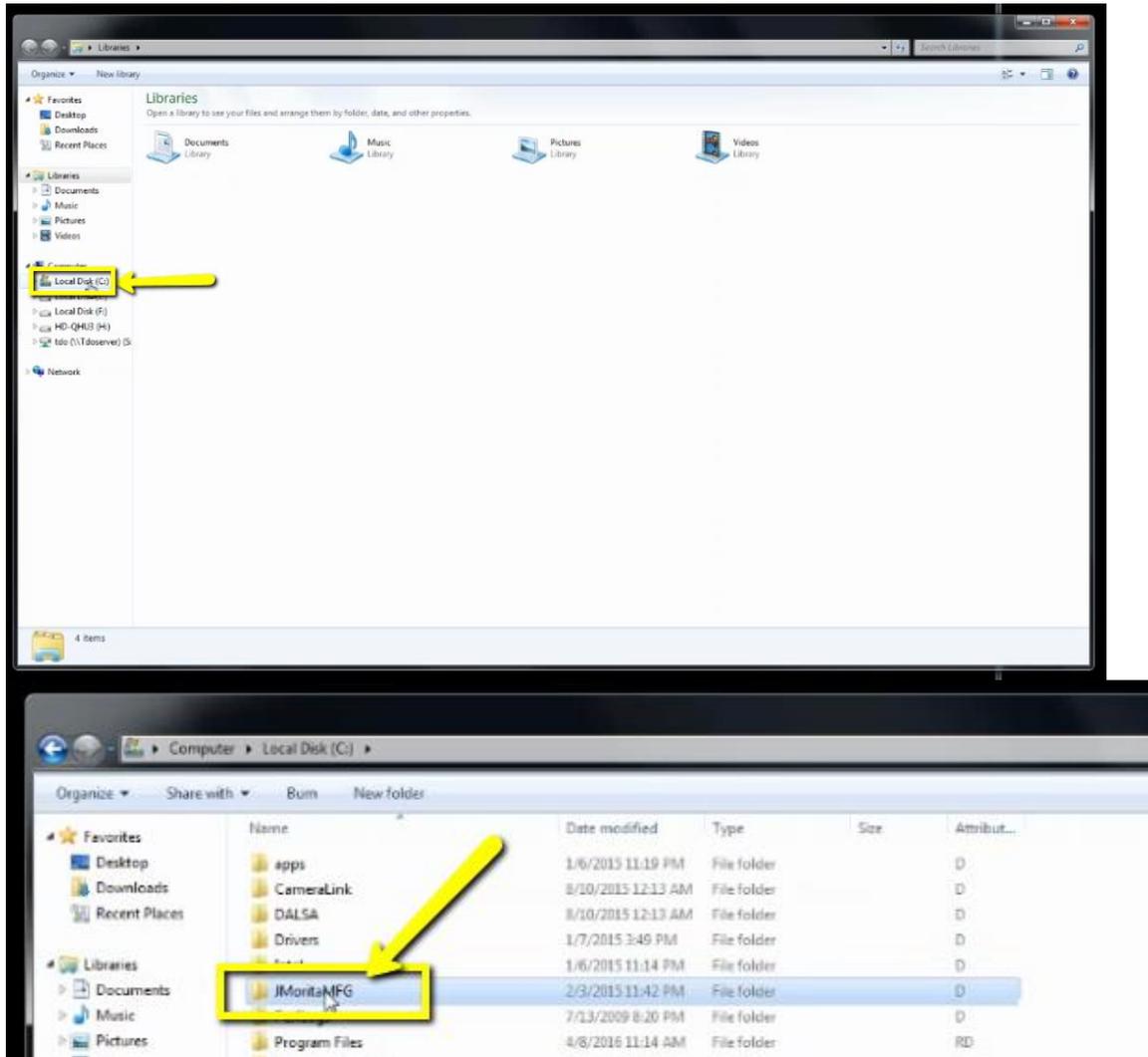
- An “Accession Number” window should appear and should be 0. Click “OK”. The DICOM Files should now be exporting.

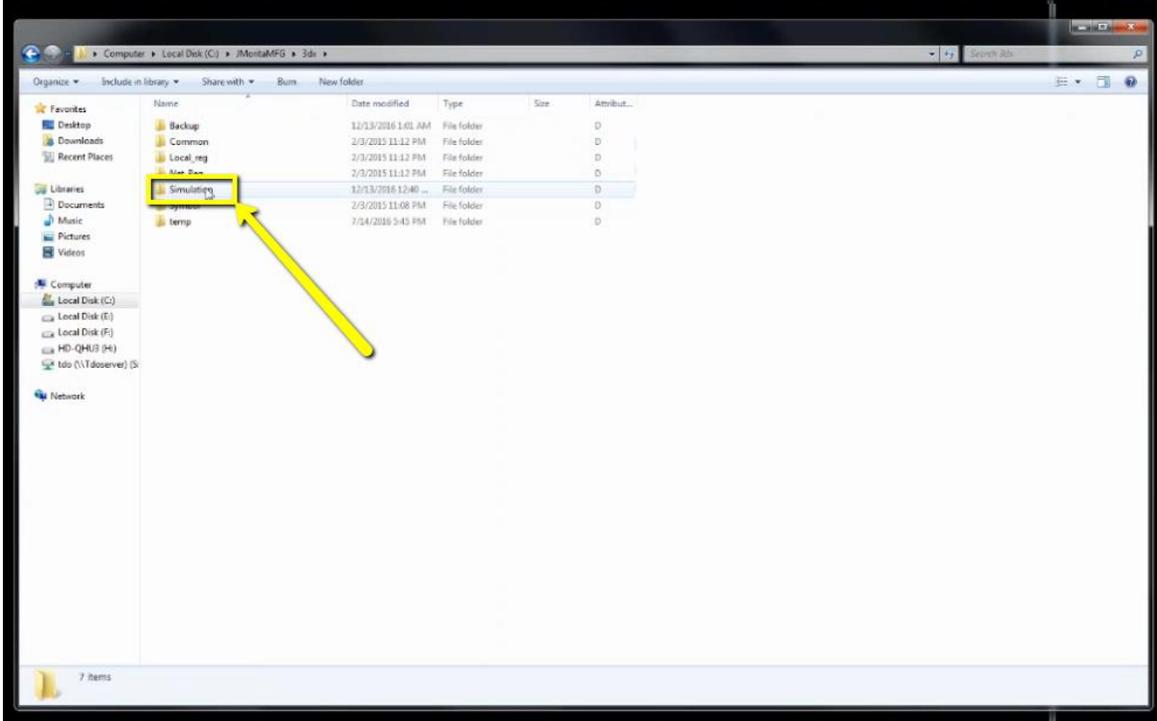
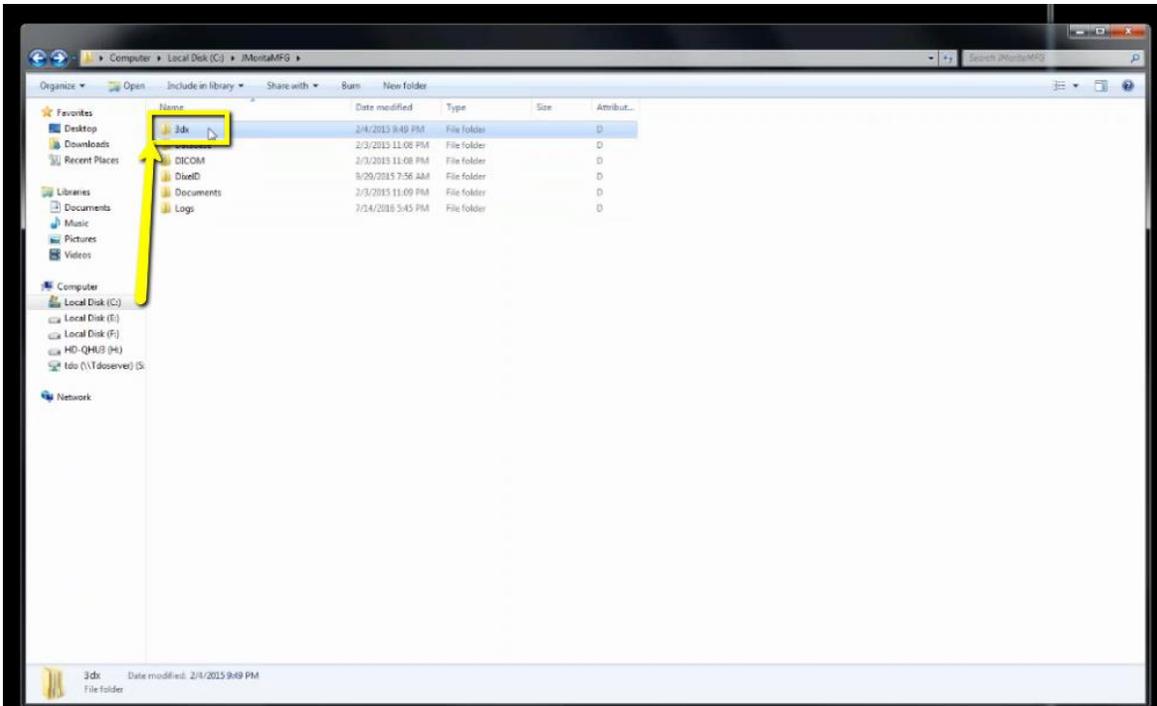


5. After the DICOM files have finished exporting, a window should appear which says “Finished saving the Axial image DICOM file”. Click “OK”.

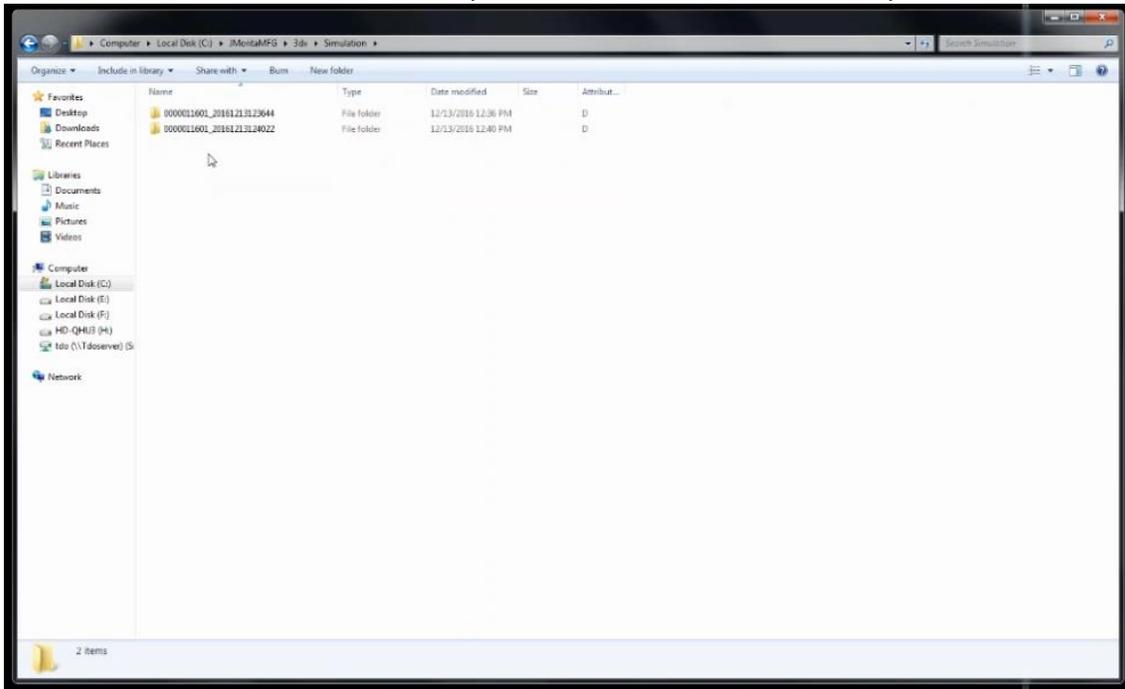


6. Locate the DICOM files by clicking on “Local Disk (C:)”, then “JMoritaMFG”, then “3Dx”, then “Simulation”.

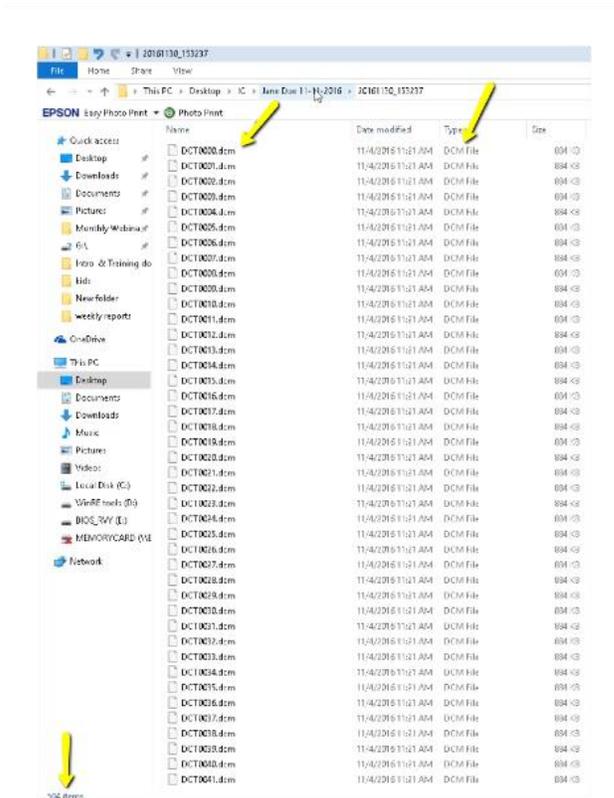




7. The files should be labeled with patient number first, followed by date of scan.



8. Locate the correct scan and open the 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.



9. 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.