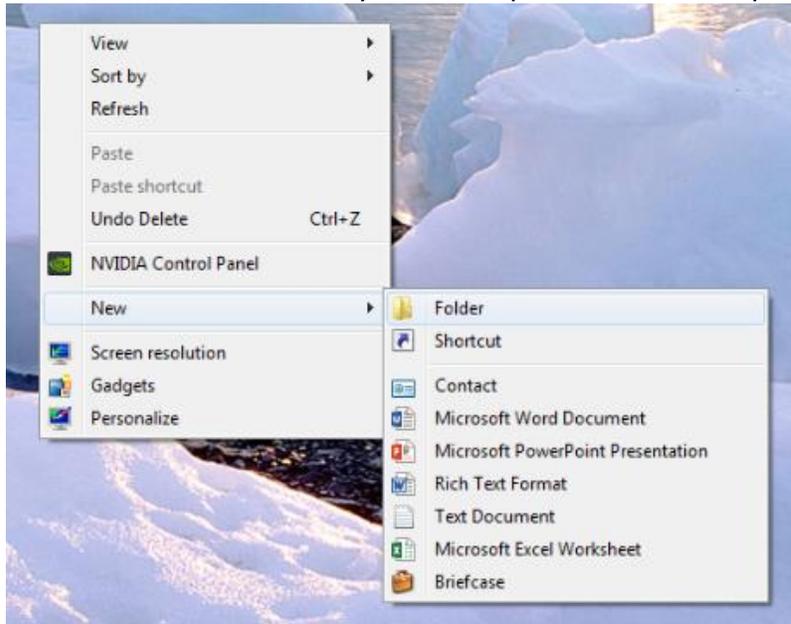


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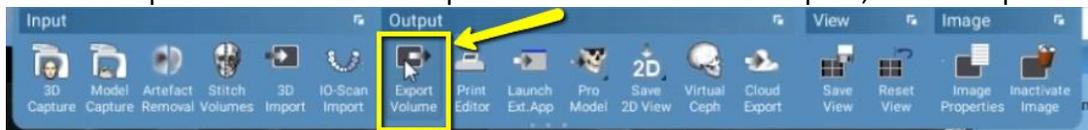
How to Export DICOM Files from Planmeca Romexis

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.

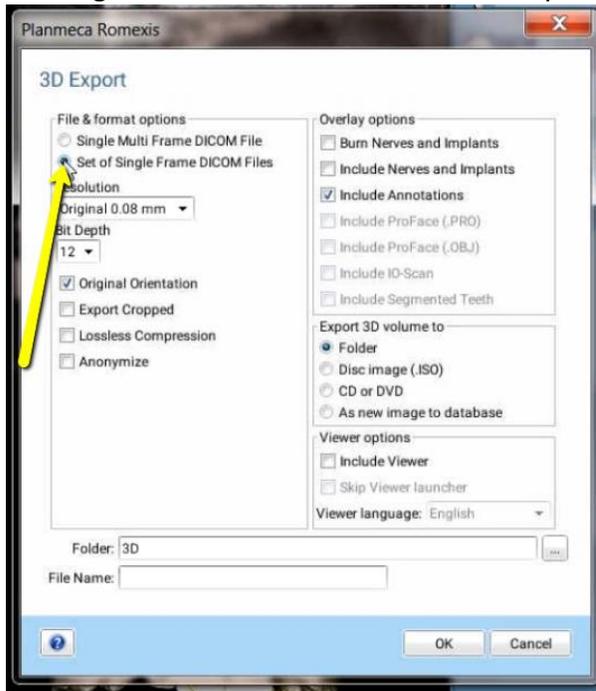
1. Create a new folder on your desktop labeled with the patient’s name.



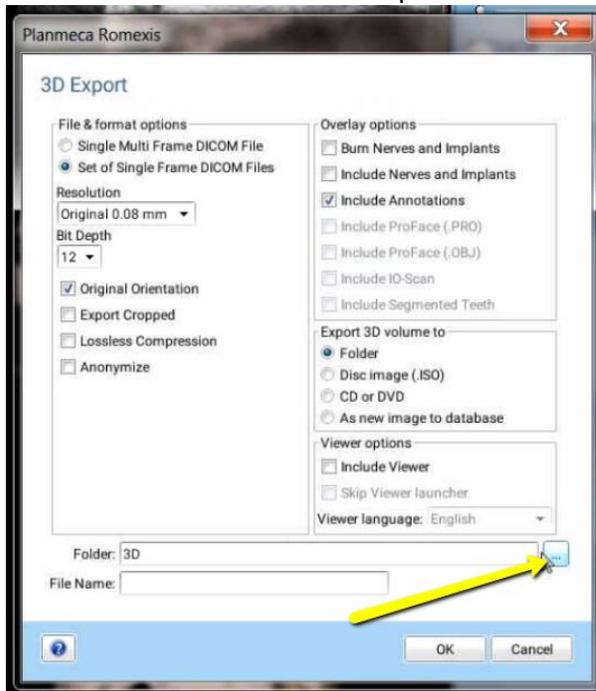
2. Open the patient’s CBCT scan in your Planmeca CBCT machine. Hover your mouse over the drop down menu at the top of the screen. Under “Output”, select “Export Volume”.



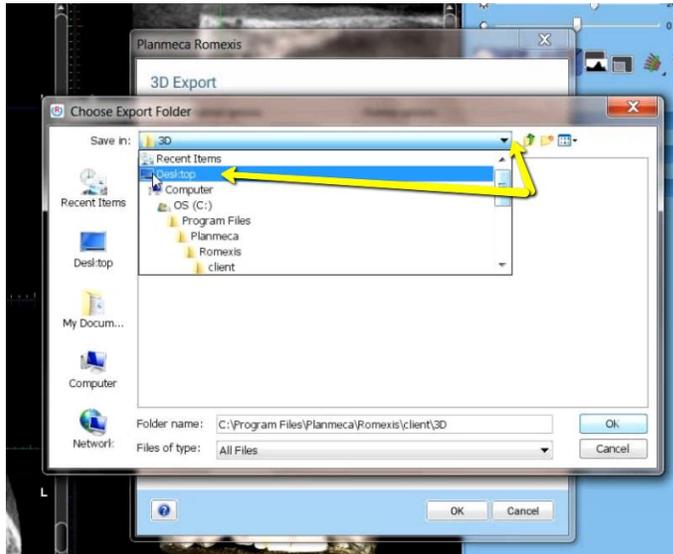
3. A “3D Export” window should appear. Under “File & format options”, select “Set of Single Frame DICOM Files.” Under “Export 3D volume to”, select “Folder”.



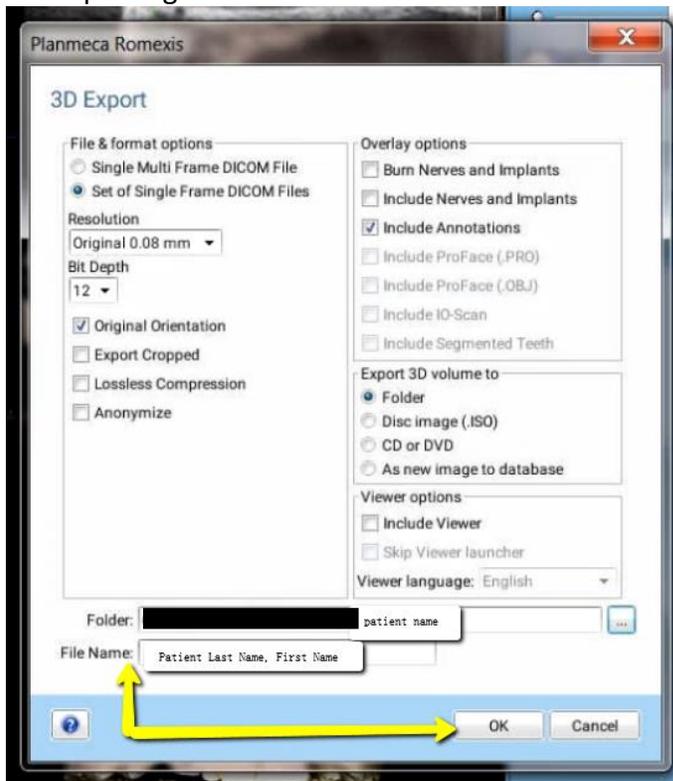
4. Click on the “...” button to pick the location where you will export the DICOM files to.

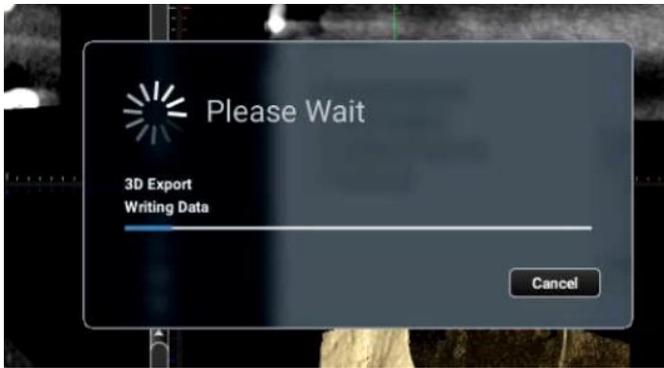


5. A “Choose Export Folder” window should appear. Under the “Save in” drop down menu, click the down arrow and select the folder which you created on the desktop in step 1. Click “OK”.

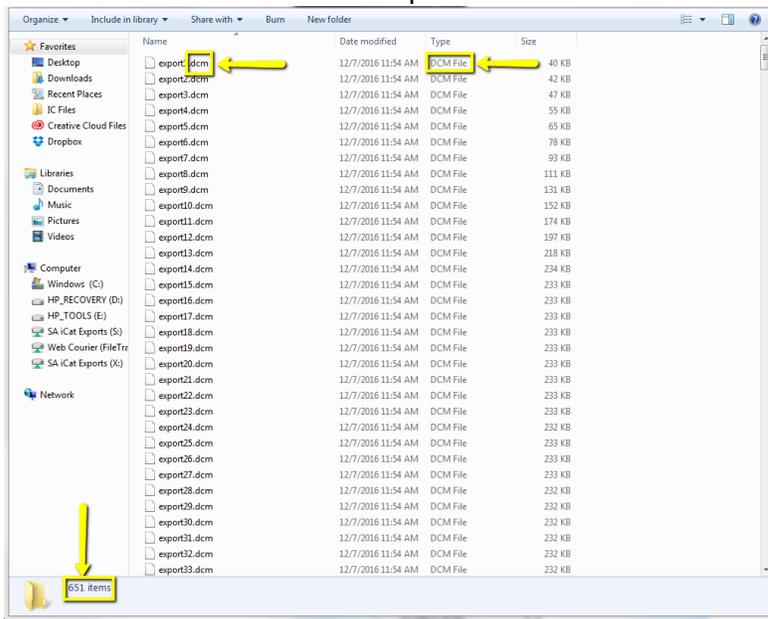


6. The “Choose Export Folder” window should disappear. In the “3D Export” window, next to the “File Name”, type the patient’s name. Click “OK”. The DICOM files should now be exporting.





7. After the files are completely exported, 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.



8. 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.