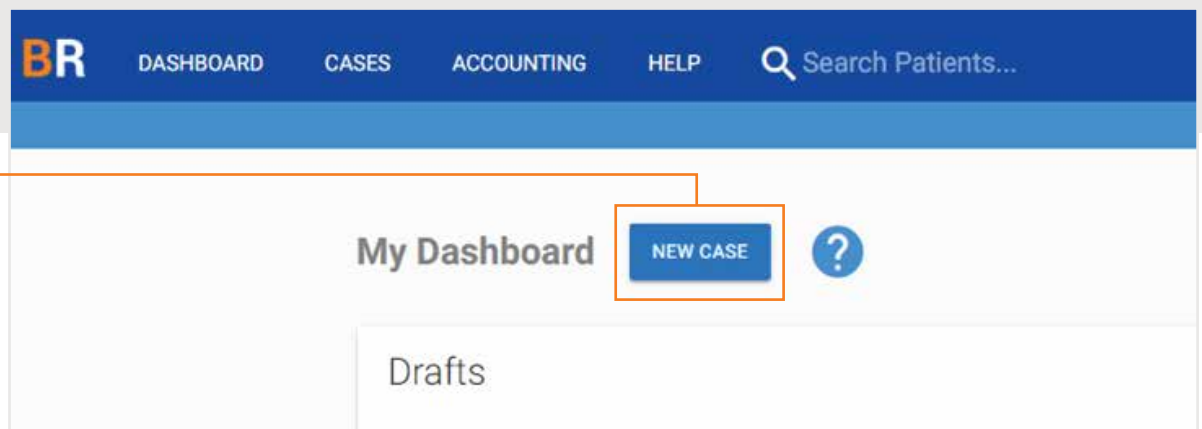


# How to Submit a Case

- Login into your portal account: [app.beamreaders.com](https://app.beamreaders.com)
- Click the **"New Case"** button on the dashboard



## STEP 1

## Enter Patient Details

Patient: Test Customer ?

1. Patient Details 2. Study Purpose 3. Add Services 4. Upload Files

### Enter Patient Details

First Name \*  
Test

Last Name \*  
Customer

Gender \*  
 Female  Male

Date Of Birth\* (MM/DD/YYYY)  
04/02/1983

Next Appointment (MM/DD/YYYY)  
11/15/2019

Scan Date\* (MM/DD/YYYY)  
05/12/2019

Submitting Group  
Practice 1

Referring Doctor \*  
Bob Parr

### About Requesting Doctor Field

This is to show who is requesting the service for the patient. Click the drop down to see available doctors to select. BeamReaders distinguishes between Practice Doctors and Referring Doctors.

**Practice Doctors** – can see all cases within the practice.

**Referring Doctors** – can see only cases they are set as the referring doctor for.

If you have multiple dentists in the practice you will want to add them via Practice Users so they have access to all cases - accessed via drop down in upper right corner of portal next to your user name.

To add a new referring doctor select "Add New Referring Doctor" from the drop down, add their name and email. They will receive an introductory e-mail to setup their own secure account and will only have access to cases that they are set as the Referring Doctor.

STEP 2

# Study Purpose & Clinical Information

**Patient: Test Customer** ?

1. Patient Details   2. Study Purpose   3. Add Services   4. Upload Files

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**Select Study Purposes**

<input type="checkbox"/> Airway	<input type="checkbox"/> General
<input type="checkbox"/> Impaction	<input type="checkbox"/> Implant
<input checked="" type="checkbox"/> Orthodontic	<input type="checkbox"/> Pathology
<input type="checkbox"/> Sinus	<input type="checkbox"/> TMJ
<input type="checkbox"/> Endodontics	<input type="checkbox"/> Pain

**Doctor's Notes \***

↶ ↷ **B** *I* U ☰ ☰ ☰ ☰

Clinical Information such as symptoms, observations, medical history, and areas of interest. This information WILL appear on Radiology Report

**Case Comments**

↶ ↷ **B** *I* U ☰ ☰ ☰ ☰

Additional information for BeamReaders team to take into consideration. This information will NOT be included in the Radiology Report.

BACK
CANCEL
SAVE DRAFT
CONTINUE

## About Study Purpose

The goal of the Study Purpose is to tell us the top one or two reasons for taking the scan. We will review every volume in its entirety, but this helps us focus on what is important to you. Don't worry, we are always watching for abnormal pathology. The "Pathology" checkbox is if you have a specific pathology concern identified when submitting the scan.

## About Doctor's Notes

Please provide relevant clinical observations and any key points or questions you would like addressed in the report. This information is printed in the report.

## About Case Comments

This is if you have information you would like to communicate with us that may be sensitive to the patient or others seeing the report. This information remains between us and doesn't get printed in the report.

STEP 3

# Select Services

Patient: Test Customer ?

1. Patient Details   2. Study Purpose   3. Add Services   4. Upload Files

### Select Services

Select	Rush	Name	Price	Rush Fee
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Radiology Report	\$85.00	\$30.00
<input type="checkbox"/>	<input type="checkbox"/>	Image Portfolio	\$55.00	\$30.00
<input type="checkbox"/>	<input type="checkbox"/>	MRI Radiology Report	\$120.00	\$30.00
<input type="checkbox"/>	<input type="checkbox"/>	Case Share	\$1.00	
<input type="checkbox"/>	<input type="checkbox"/>	Comparative Scan Radiology Report Add On	\$50.00	\$30.00

Standard turnaround time is 3 to 5 business days and rush cases are completed by the end of the next business day

**Sub Total:**   \$85.00   \$0.00  
**Total:**   \$85.00

## Services

**Radiology Report** – for a report written by an Oral and Maxillofacial Radiologist from 2D or CBCT imaging.

**Image Portfolio** – key image workup by a dental technician (see examples on our webpage at <https://www.beamreaders.com/imageportfolios>).

**MRI Radiology Report** – typically for TMJ MRI scan interpretations.

**Case Share** – not selectable when you have another service chosen because it is included automatically. Select this if you only want to upload and share files with another dental professional.

**Comparative Scan Add On** – if submitting images from two different time points to be combined into one radiology report, select this (such as pre and post treatment).

- Note, if we have written a prior report for the patient don't check this, we'll automatically compare the scans and include relevant comparison data in the new report.

Select **Rush** if you need the result by the end of the next business day.

## Pricing

Radiology Report pricing is tiered based on monthly volume of submitted cases. Any volume discounts earned will automatically be applied at the end of the month when the invoice is generated.

1 – 19 cases / month:	\$85 ea
20 – 39 cases / month:	\$80 ea
> 40 cases / month:	\$75 ea

STEP 4

# Upload Files

Patient: Test Customer ?

1. Patient Details 2. Study Purpose 3. Add Services 4. Upload Files

Upload Files  Mail In Files

File Name	Size	DELETE
<div style="border: 2px dashed blue; padding: 10px; width: fit-content; margin: 0 auto;"> <div style="border: 1px solid gray; border-radius: 10px; padding: 5px; display: inline-block; text-align: center;"> <p>23.6 KB</p> <p>Test DICOM.z...</p> <p style="color: blue; font-size: small;">Remove file</p> </div> </div>		

Drag-n-Drop your image file into the dashed blue box or click in the box to open up your file browser.

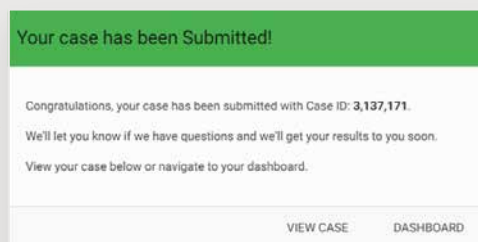
**File Types Accepted**

**Zipped DICOM** – DICOM is the non-proprietary format for CBCT scans. The zipped folder structure reduces the file size.

**Invivo File** – the .INV file is a default single file format that is compatible with the reading software commonly used by our radiologists.

To learn more about how to get your image files off your CBCT platform see our FAQ page for specifics on all major platforms.

Then click Submit.



**OBEY THE STOP SIGN -** don't close the browser tab until you get the successful completion pop up!