OUTBOX Standardization   Cloud-Based Image Exchange Solution

Create Receiving Group Names (DO NOT USE ALL CAPS!)

Facility Group

Hospital (Department)- for Example "Hospital Med Ctr (Urology)"

Doctor's Clinic – for Example "Joe Smith, LLC Inc."

Doctor Contact

MD – Doctor's Name : for Example "MD – Joe Smith"

Patient Personal

Patient – FirstName LastName – for Example "Patient – Joe Smith"

Create Receivers (DO NOT USE ALL CAPS!)

REQUIRED Fields

* First name: "Joe"

* Last name: "Smith"

Institution: "Hospital Medical Ctr"

Phone number: "206-598-3300"

* Email: "sendtoUW@gmail.edu"

Make member of: "Hospital Medical Ctr"

Group Levels based on Requestor

Level 1: Patient Personal Email Only

Create Patient Personal Group

Level 2: Doctor Contact and Patient Email

Create Doctor Contact Group

Add Doctor to the group to receive exam images

If requested, add Patient to the group to receive exam images

Level 3: Facility Group: Facility, Doctor and Patient Email

Create Facility Group

Add Facility Contact to the group to receive exam images

If requested, add Doctor to the group to receive exam images

If requested, add Patient to the group to receive exam images