



Exporting DICOM files from Carestream

1. Create a new folder on the desktop (right-click desktop and select “New Folder”). Name the folder with the patient’s name.
2. Open the patient’s CBCT scan in your Carestream CBCT machine. On the side bar under “Export”, click the “Export the volume” icon (looks like a skull with an arrow pointing to the right).
3. A window should appear with 3 sections of options. Under section 1 (“Select file and directory”), click “Browse” to pick the location where you will export the DICOM files. A “Browse For Folder” window should appear. Select the folder which you created on the desktop in step 1, and click “OK”.
4. For section 2 (“Select resolution”), make sure “Select axial matrix size” and “Select slice thickness” are set to whichever value is labeled “Same as source”.
5. For section 3 (“Select output file format”), select “CT (one file per slice)”. For “Select compression”, select “Uncompressed”. Make sure “Anonymize” and “Create DICOMDir” are both unchecked. Click “Export”.
6. Open the desktop folder you created in step 1 to verify the DICOM files were all exported. There should be several hundred files since these represent the slices of the CBCT scan.
7. Access your account on the Oral Radiology Consultants website and select the desktop folder you created in step 1 to upload your images. There is no need to compress or zip the folder. *Tip: Before clicking “Upload Selected Studies”, click “Preview Selected Studies”. This allows you to scroll through a preview of the CBCT slices to verify you are uploading the entire scan.*