Uploading a Patient Scan to a PSI Case

ZSMS How-To Guide / #HT-CSE-008

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Revised by:		**Date:**	

Uploading a Patient Scan to a PSI Case

PSI cases require that patient scans be uploaded to the corresponding case in SMS. By doing so, the scans become available to PSI operators to review before initiating the PSI e-manufacturing process. This document is intended for users that are responsible for uploading the patient scans to SMS (i.e. Scan Technicians). The Upload Patient Scans permission must be activated in order to perform this function.

Image Acquisition and Preparation

When a PSI case is boarded in SMS for the scan center(s) you cover, a notification e-mail is sent to alert you of the upcoming case (fig. 1). Please note that you will also receive an email alert two business days before the scheduled scan date to alert you of the upcoming scan date. Additionally, if the patient scans are not uploaded by the scan date, you will also receive an alert the day after the scan date to remind you of the overdue action (fig. 1.1, 1.2). To ensure that you are signed up for the proper alerts, please check your alerts settings, see the following user guides: **(HT-ALT-001) Alerts: Setup and Product Availability Notifications** and **(UG-ALT-001) Alerts** for instructions on how to sign up for alerts and a description of each available alert. All e-mail alerts will include the Zimmer PSI Case ID (e.g. ABC0012R80AA14US) and the SMS Case # (e.g. 123456) (fig. 1.3). Please take note of these two ID's as they will be required through the upload process.
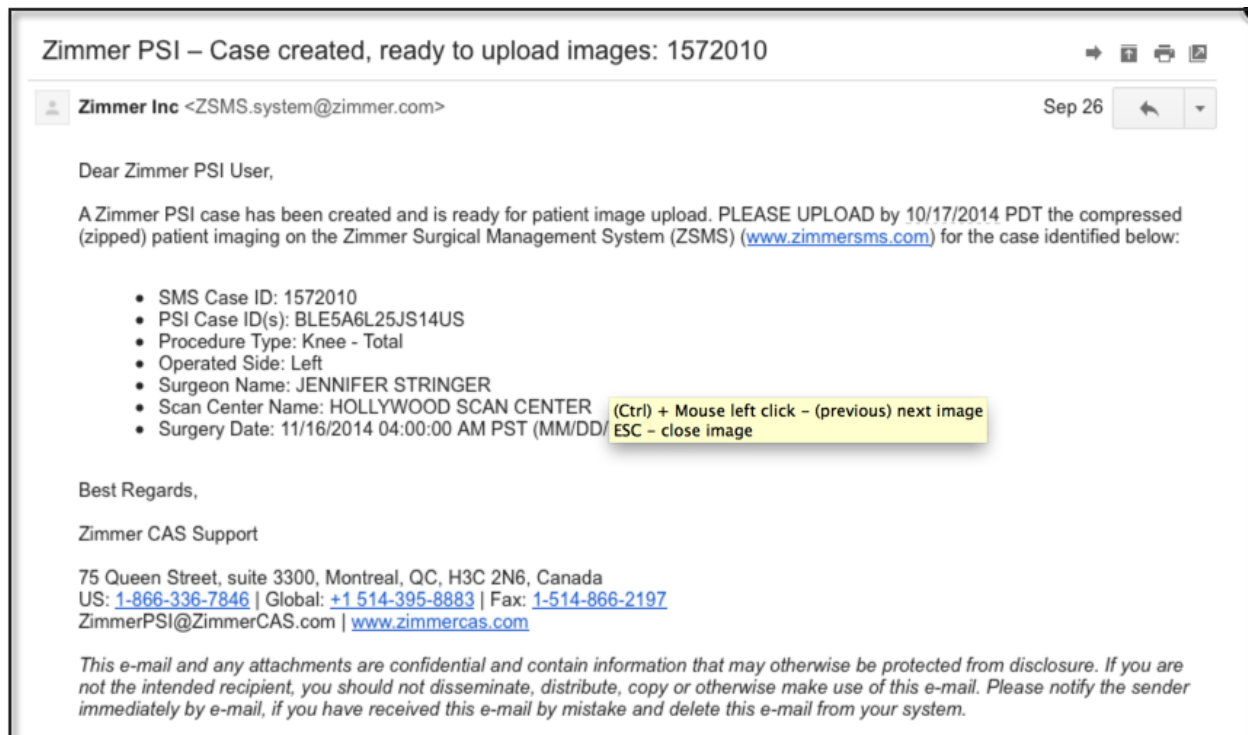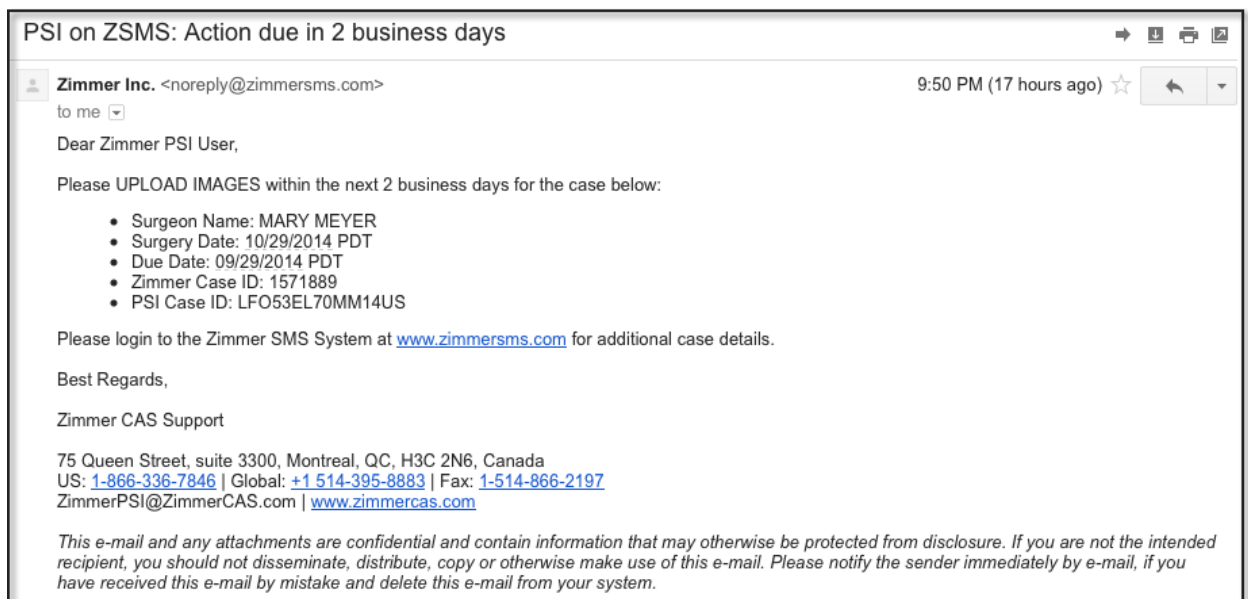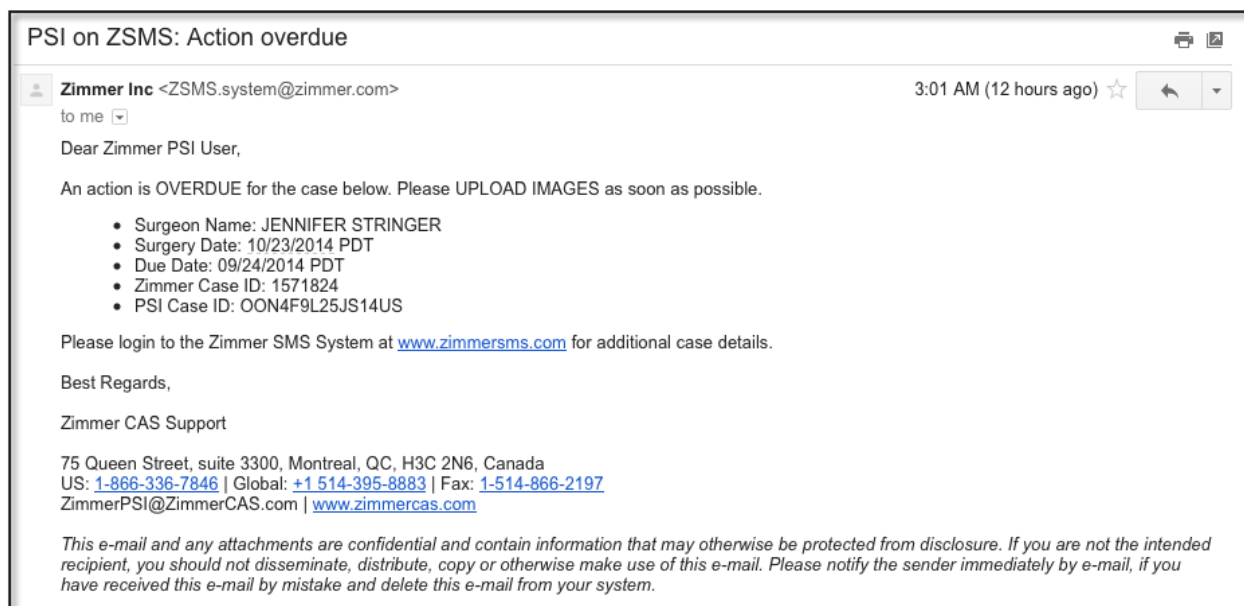
Zimmer PSI – Case created, ready to upload images: 1572010

Zimmer Inc <ZSMS.system@zimmer.com>   Sep 26

Dear Zimmer PSI User,

A Zimmer PSI case has been created and is ready for patient image upload. PLEASE UPLOAD by 10/17/2014 PDT the compressed (zipped) patient imaging on the Zimmer Surgical Management System (ZSMS) (www.zimmersms.com) for the case identified below:

- SMS Case ID: 1572010
- PSI Case ID(s): BLE5A6L25JS14US
- Procedure Type: Knee - Total
- Operated Side: Left
- Surgeon Name: JENNIFER STRINGER
- Scan Center Name: HOLLYWOOD SCAN CENTER
- Surgery Date: 11/16/2014 04:00:00 AM PST (MM/DD/

(Ctrl) + Mouse left click – (previous) next image
ESC – close image

Best Regards,

Zimmer CAS Support

75 Queen Street, suite 3300, Montreal, QC, H3C 2N6, Canada
US: 1-866-336-7846 | Global: +1 514-395-8883 | Fax: 1-514-866-2197
ZimmerPSI@ZimmerCAS.com | www.zimmercas.com

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Figure 1

PSI on ZSMS: Action due in 2 business days

Zimmer Inc. <noreply@zimmersms.com>   9:50 PM (17 hours ago)
to me

Dear Zimmer PSI User,

Please UPLOAD IMAGES within the next 2 business days for the case below:

- Surgeon Name: MARY MEYER
- Surgery Date: 10/29/2014 PDT
- Due Date: 09/29/2014 PDT
- Zimmer Case ID: 1571889
- PSI Case ID: LFO53EL70MM14US

Please login to the Zimmer SMS System at www.zimmersms.com for additional case details.

Best Regards,

Zimmer CAS Support

75 Queen Street, suite 3300, Montreal, QC, H3C 2N6, Canada
US: 1-866-336-7846 | Global: +1 514-395-8883 | Fax: 1-514-866-2197
ZimmerPSI@ZimmerCAS.com | www.zimmercas.com

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Figure 1.1

Figure 1.2

Figure 1.3

Click here for a video on how to upload PSI images

1. Scan the patient according to the recommended protocol (**See 803.125 Zimmer PSI Knee MRI Protocol or 803.124 Zimmer PSI Shoulder CT Protocol)**.

2. The DICOM image must then be converted to a zip file:

   a. Instructions for PC:

       i. If the files are on a removable media such as a CD, DVD, or USB key, copy all folders containing the images on your desktop. You can either leave them individually on your desktop or create a new folder on your desktop and move the sub-folders into the new folder.

       ii. Select **ALL** the folders containing patient scan files (or the new folder that contains all the sub-folders if you chose to create one).

       iii. Once all of the folders (or the new folder that contains all the sub-folders) are highlighted, right click and select the **Compressed (zipped) folder** option (fig. 2). This will compress all of the sub-folders into one zip file. It is important to note that all of the files must be consolidated into one zip file. DO NOT compress each of the files individually.
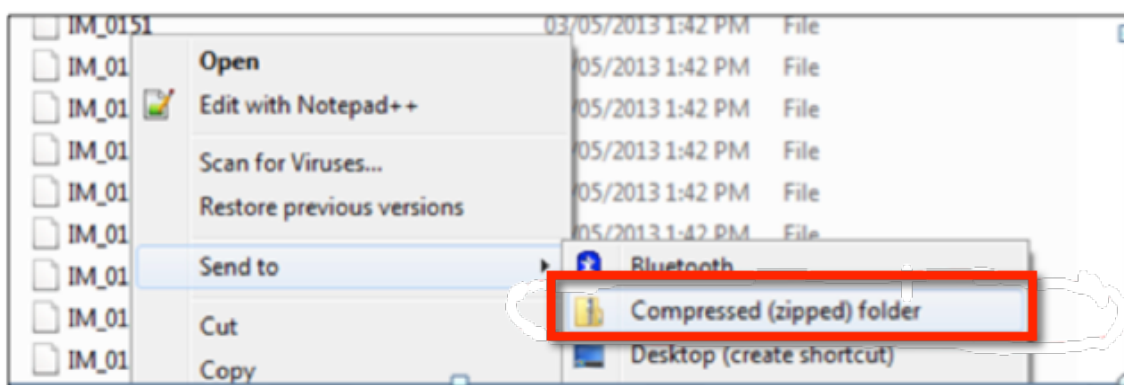
Figure 2

IMPORTANT: The Zipped file size must be less than 250 MB.

       iv. Right click on the file and select the **Rename** option. Name the zip file using the patient name and the Zimmer PSI Case ID (e.g. John Smith - ABC0012R.zip) (fig. 3).

Figure 3
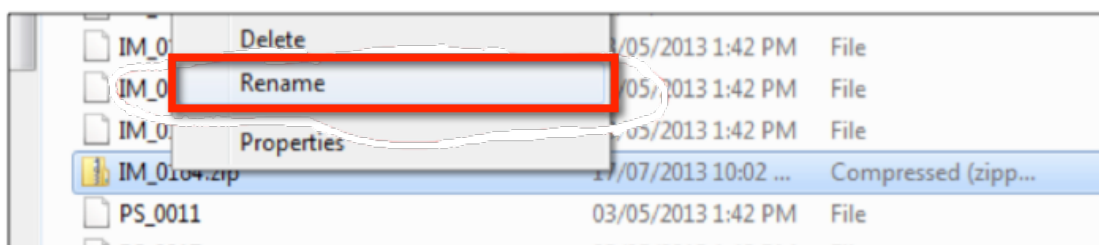
b. Instructions for Mac:

    i. If the files are on a removable media such as a CD, DVD, or USB key, copy all folders containing the images on your desktop. You can either leave them individually on your desktop or create a new folder on your desktop and move the sub-folders into the new folder (fig. 4).
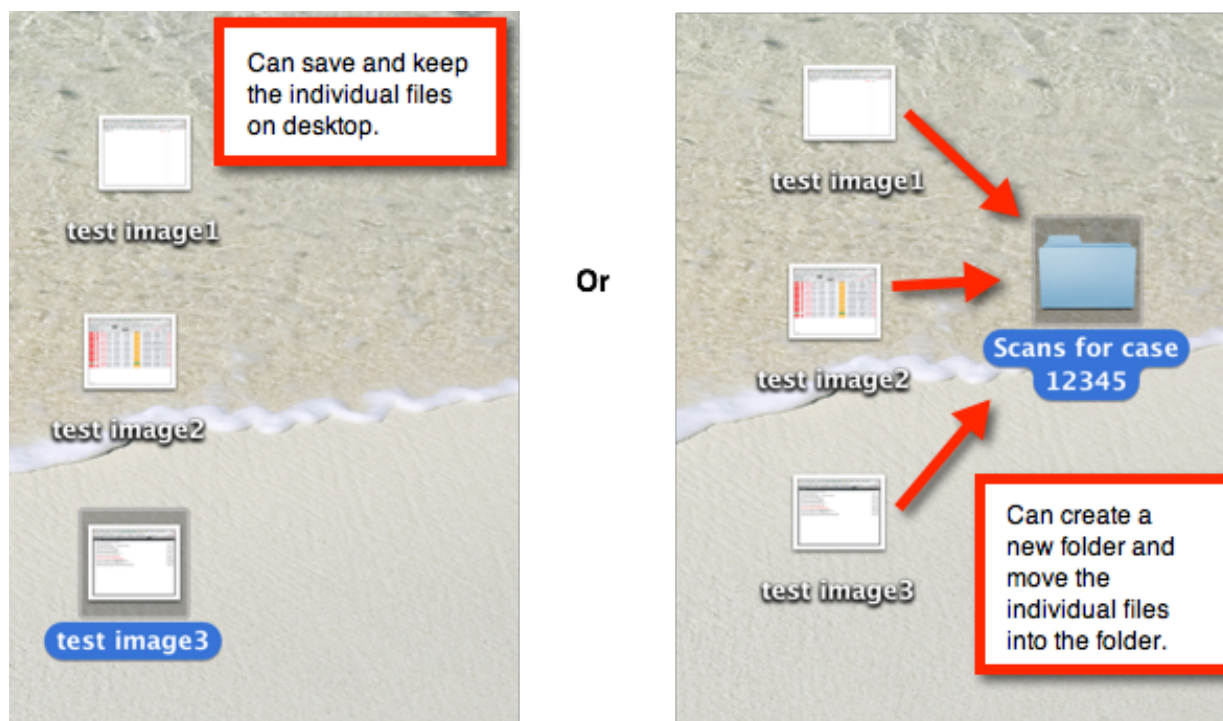
Figure 4

    ii. Select **ALL** the files containing patient scans (or the new folder if one was created).

    iii. Once all of the files on your desktop are highlighted, right click to view the menu options (on a mac you can also select all the files and click the control key, or if using a laptop, select all the files and hold down two fingers on the trackpad to view the menu options). From the menu, select the **Compress "number of files selected" Items** option (fig. 5). If you elected to create a new folder on your desktop that contains the individual files, right click the folder and select the **Compress "folder name"** option from the menu (fig. 5). This will compress the files and generate a zip file that contains all of the necessary

scan files on your desktop (fig. 5.1). It is important to note that all of the files must be consolidated into one zip file, DO NOT compress each file or sub-folder individually.
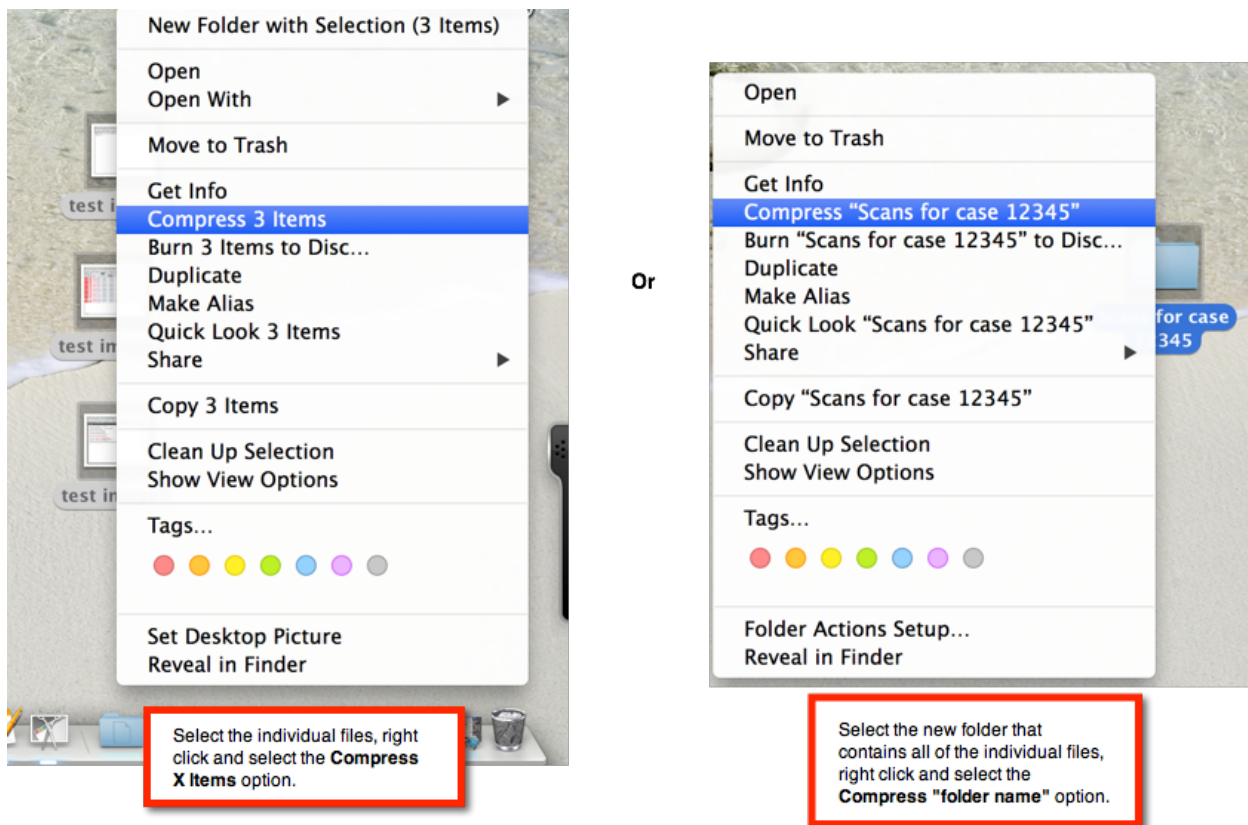
Figure 5
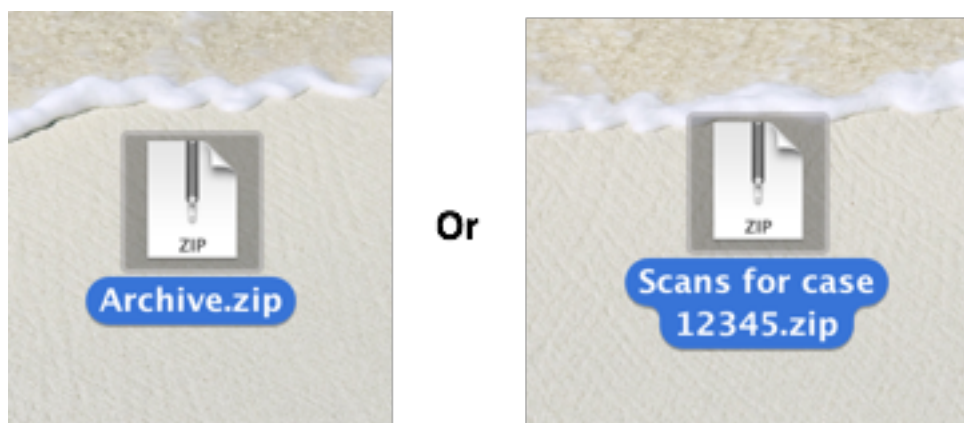
Figure 5.1

iv. Rename the zip file. To do so, click directly on the current zip file name until the file name field opens up for editing. Simply type in the new name using the patient name and the Zimmer PSI Case ID (e.g. John Smith - ABC0012R.zip) over the current name and click enter to save (fig. 6).
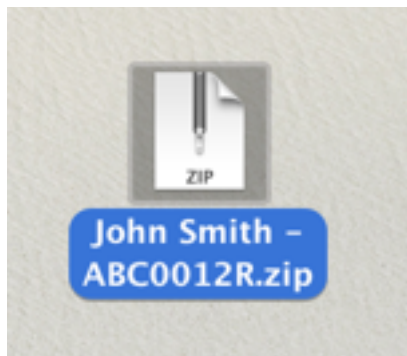
Figure 6

IMPORTANT: The Zipped file size must be less than 250 MB.

DICOM Upload

Before proceeding, please ensure that you have a good internet connection otherwise a timeout may occur during upload. It is also recommended that the latest Google Chrome or Firefox browser is used. Internet Explorer is supported but if used, the progress bar during the file upload will not show and the drag and drop feature is not allowed.

1. Go to https://www.zimmersms.com and log in using your credentials (fig. 7).
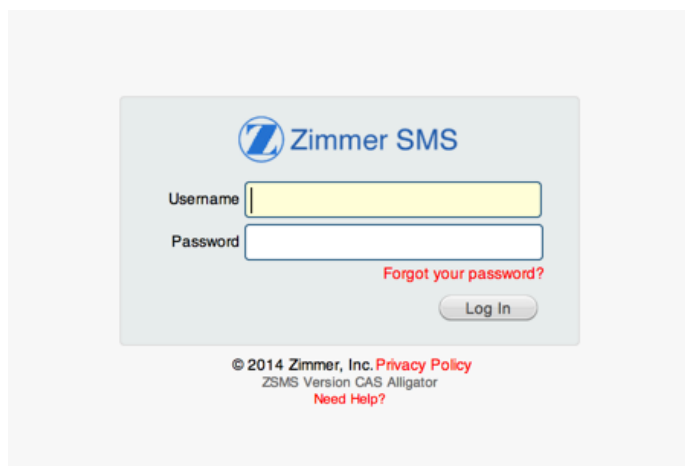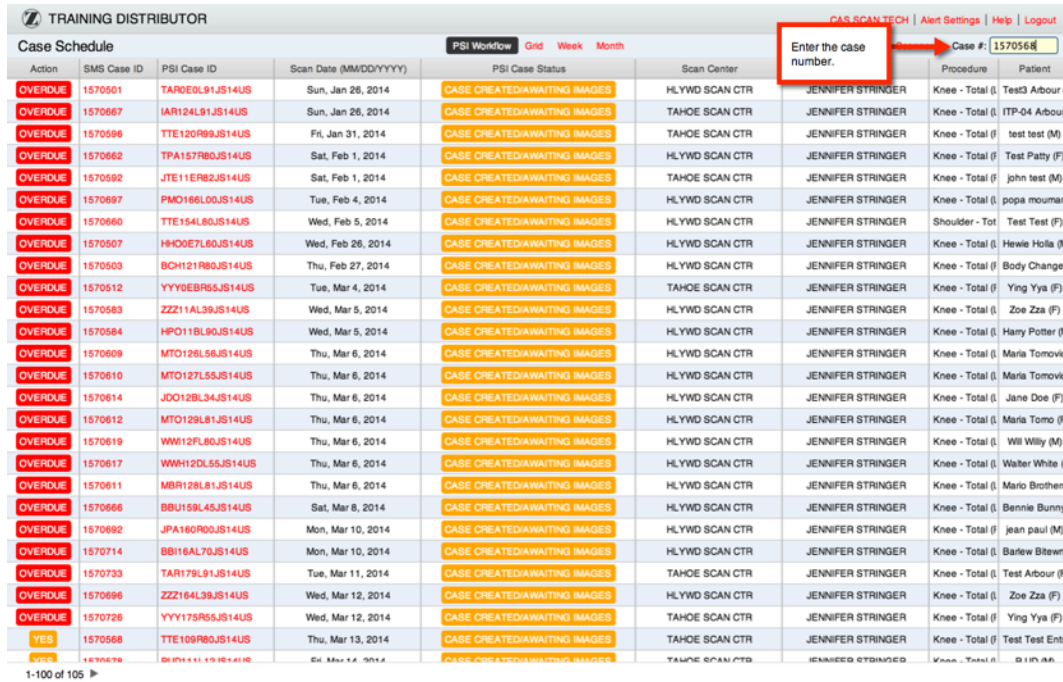
Figure 7

2. To locate the case, enter the case number or PSI case ID in the Case # field and select the 'Enter' key on your keyboard (fig. 8).

Figure 8

3. The case detail page will appear. Verify that you are in the correct case by confirming the case details (patient name, patient ID, gender, age, and surgery date). Under the Zimmer PSI section, select the **Upload Scans** link to begin the upload process (fig. 9). Please note, if you have the ability to upload files using the **Files** tab (not recommended), you will need to ensure that the correct file category is selected, either PSI Left Patient Scan or PSI Right Patient Scan (fig. 9.1). This will ensure that the PSI case status updates correctly and that Zimmer CAS Operations receives notification of the files. If this process is not followed, the PSI process may stall. Should this occur, the file category can be changed to a correct PSI option. This will update the PSI case status and the necessary notifications will be sent out.

Figure 9

Figure 9.1

4. The File Uploader page will appear. The files can be dragged and dropped from your computer to the '**Drop Files Here**' box or, the **Select File** button can be selected to search for the file(s) on your computer (fig. 10).
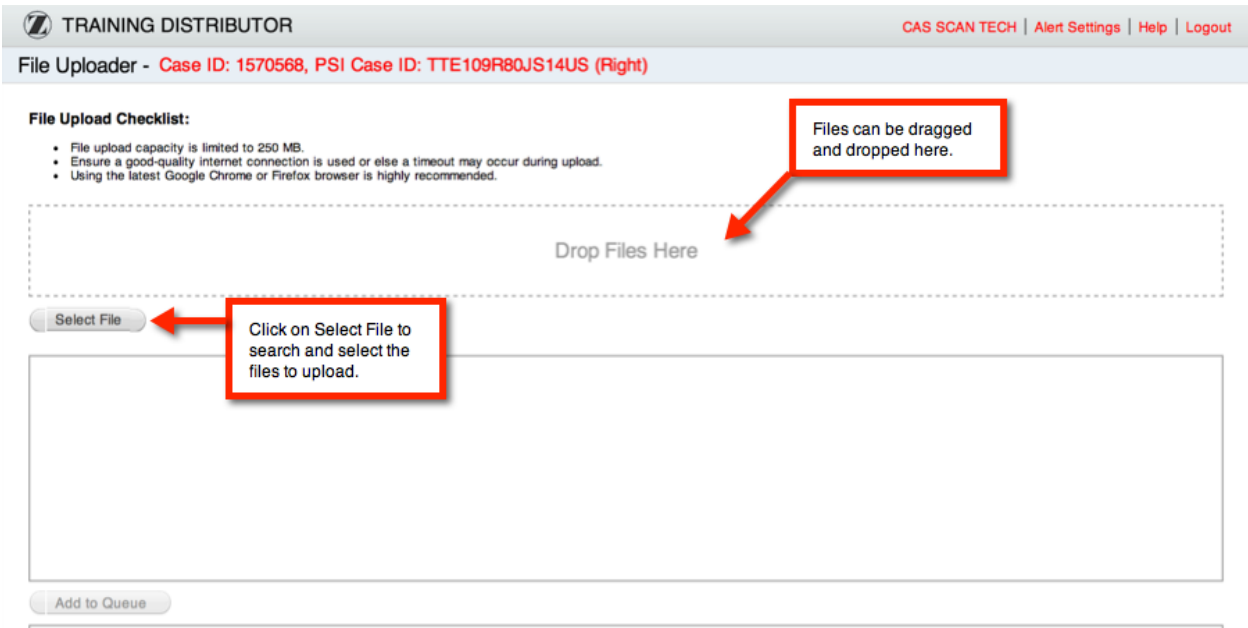
Figure 10

5. Confirm the file category / type (next to the file name) is correct. Once confirmed, select the **Add to Queue** button to begin the upload process (fig. 11).
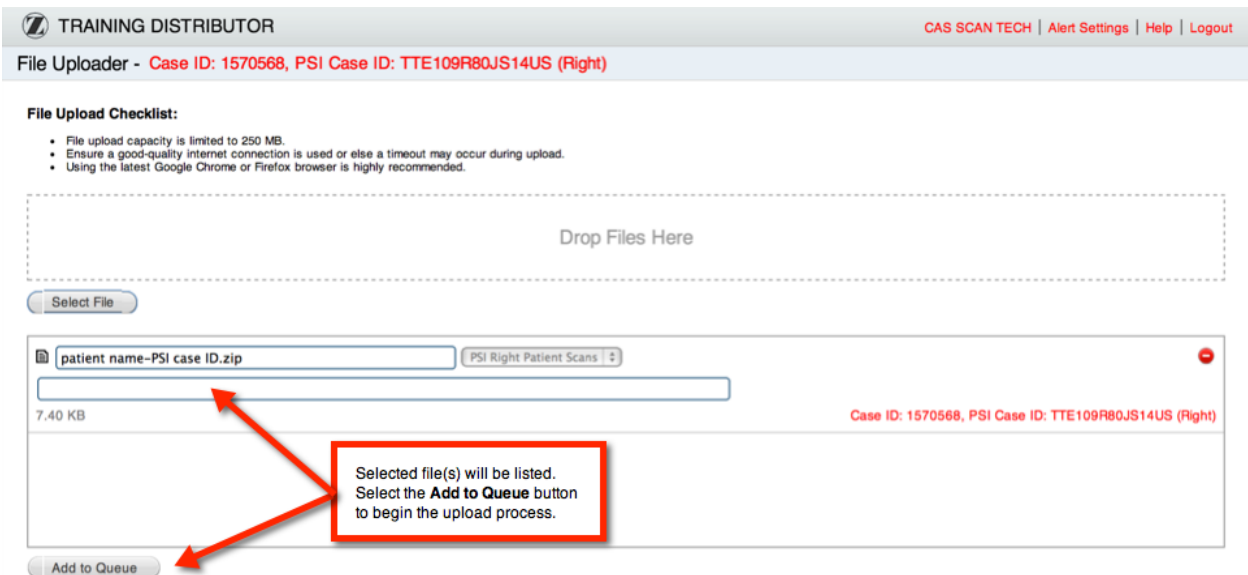

Figure 11

6. There will be a progress bar that appears during the upload process (when using Google Chrome or Mozilla Firefox internet browsers). Once the upload process is complete, the progress bar and the file will no longer be visible on the File Uploader page. Navigate back to the case by selecting the case link at the top of the screen (fig. 12). Confirm that the file has been uploaded by going to the **Files** tab of the case. Note, the PSI Case Status automatically updates to **Scans Uploaded** (fig. 12.1). This case status change triggers an e-mail notification that goes out to the users responsible for reviewing the uploaded scans (PSI operations) which is an indication to continue with the PSI e-manufacturing.

Figure 12

Figure 12.1

7. If there are additional scans to upload, you can do so by selecting the **Upload Additional Scans** link (fig. 13). If no additional scans need to be uploaded, you can now navigate away from the case. If the wrong set of files are uploaded, please delete them by selecting the red minus sign on the right of each file (fig. 13.1).

Figure 13

Figure 13.1