



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.

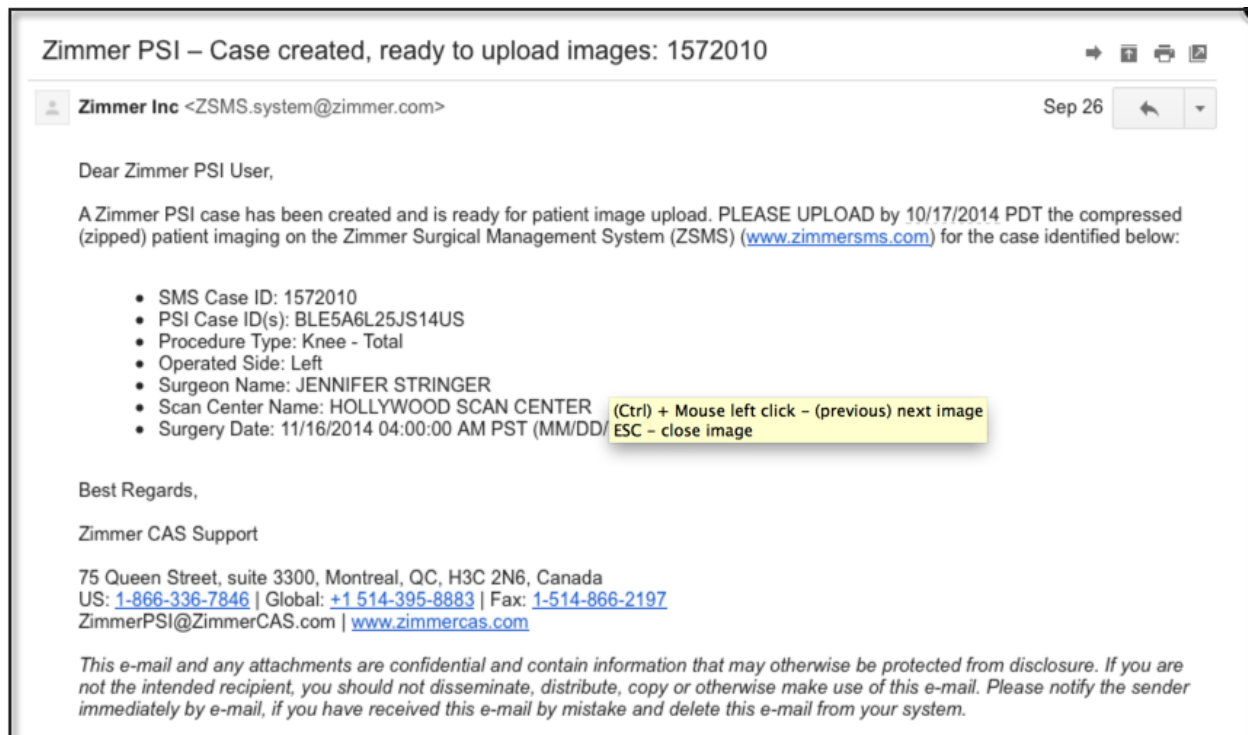


Figure 1

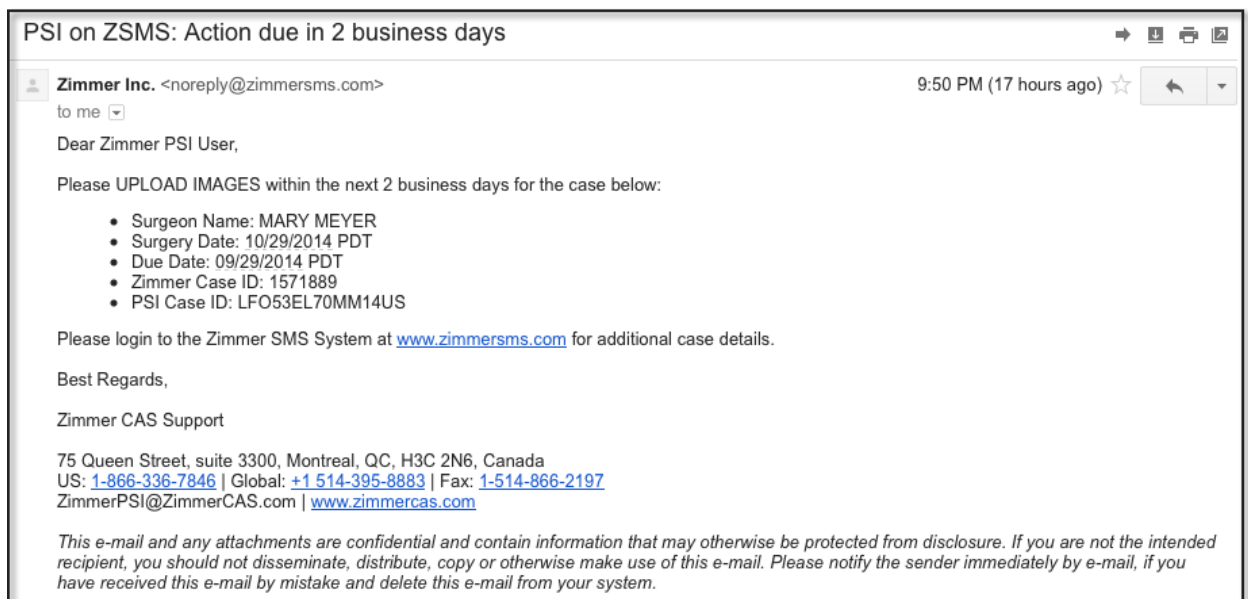


Figure 1.1

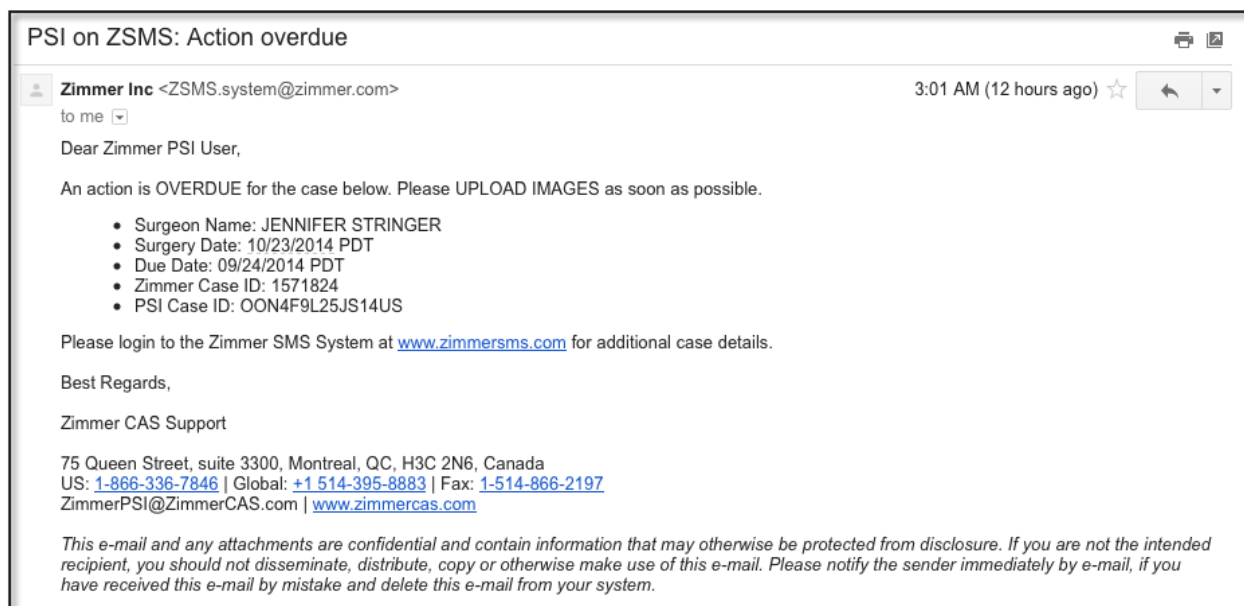


Figure 1.2

TRAINING DISTRIBUTOR Cases Inventory Contacts Files Reports System Administrator | Admin | Help | Logout

Case #1570424 PENDING Submit Case Fast Forward Add Product Clone Generate Order Cancel

Details Edit

Continued From: Case ID: 1570421
 Site: 01 T0000 LOS ANGELES, CA
 Sales Associate / Team: TEAM HOLLYWOOD
 Account: HLYWD MED CTR (00002)
 Surgeon: JENNIFER STRINGER
 Patient: Noww Test (Male / Age 44)
 Coverage:
 Surgery: Mar 14, 2014 12:00 AM
 Pickup: Mar 16, 2014

Surgery Information (Show All) Edit

Description:
 Procedure: Shoulder - Total (Z007)
 Body Side: Right

Zimmer PSI (Show Summary) Print Edit

CAS PSI Case Yes
 Scan Center: HLYWD MED CTR (00002)
 Scan Date:
 Modality: CT
 Right Body Side
 Case ID: NTE118R70JS14US
 Scan Images: Upload Scans
 Status: Case Created/Awaiting Images
 Ship To: Team Hollywood
 9876 1st Street
 Los Angeles, CA 90012

Distribution (Show All) Edit

Implants Status: Not Started
 Instruments Status: Not Started
 Loan Orders:
 Return Orders:
 Payback Orders:
 Restock Orders:

Customer Service (Show All) Print Edit

CS Status: Not Reported
 Usage Status: Awaiting
 Restock By Date:
 Bills:
 Trans Bill:

Additional Info Edit

PO Rec Date:
 Shipping Carrier:
 Add On / Scheduled:
 Implant Bank Req:
 Implant Bank #:
 Loaner Pool:

Notes Files Req Implants Req Instruments Stock On Loan Plans Case History

New Note

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.

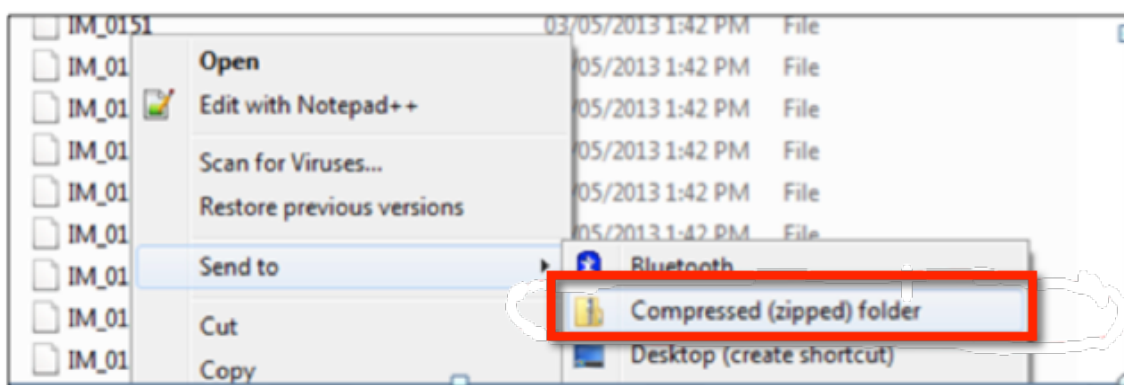
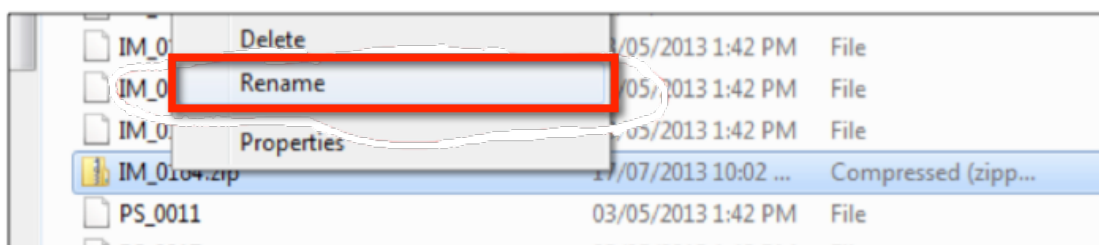


Figure 2

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).



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).

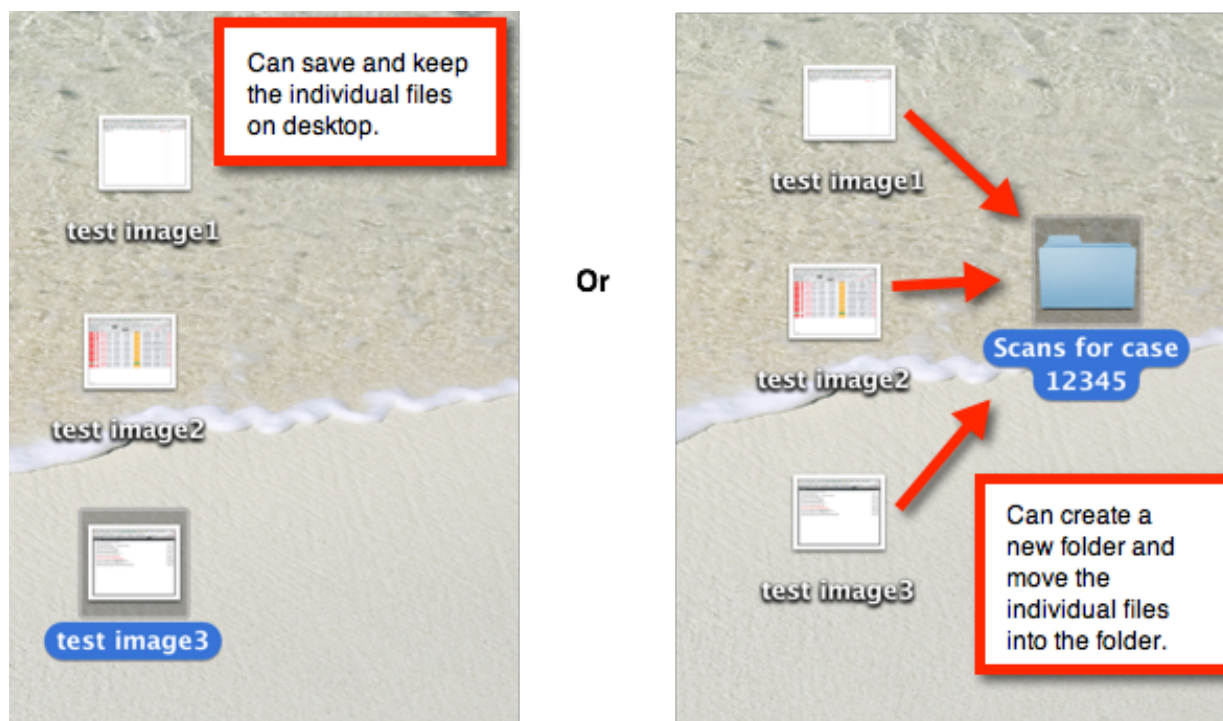


Figure 4

- 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.

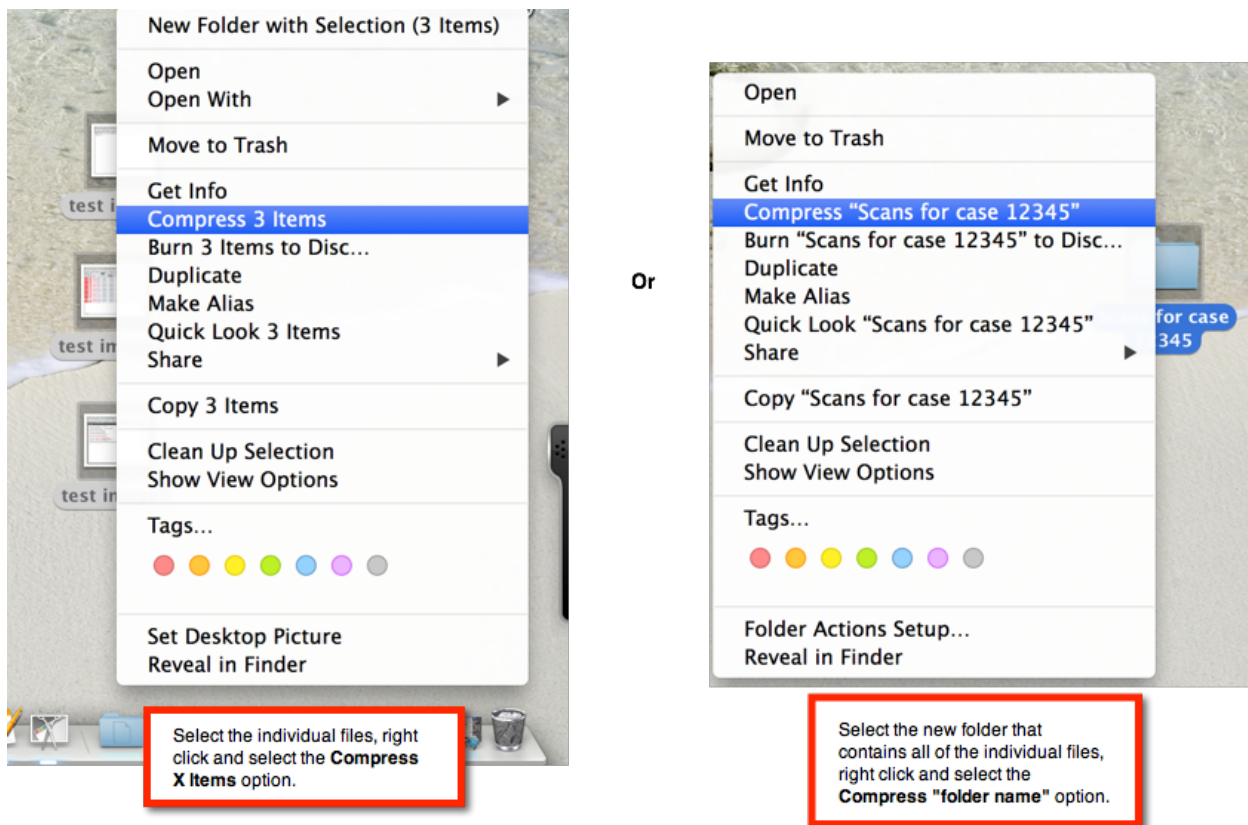


Figure 5

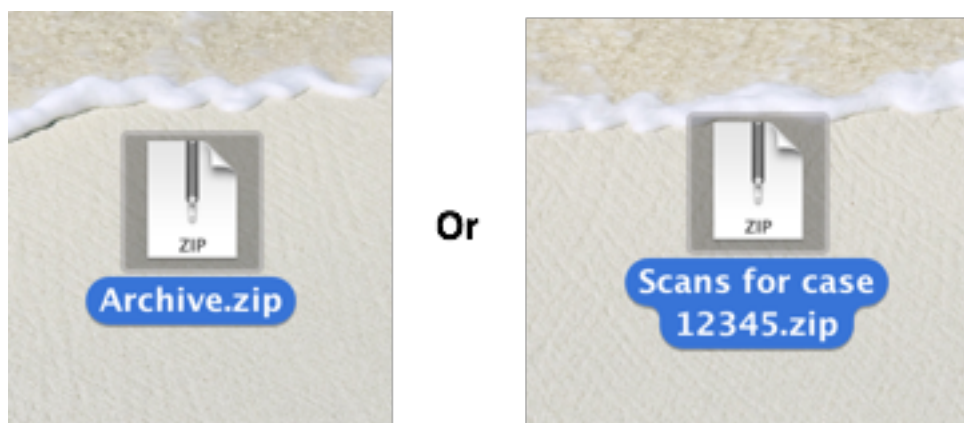


Figure 5.1

- 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).

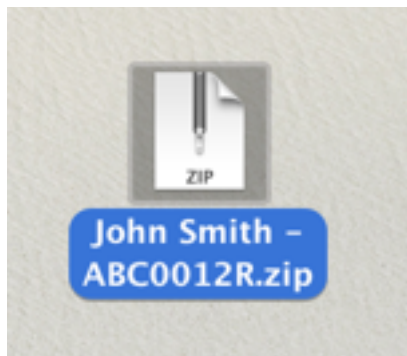


Figure 6

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).

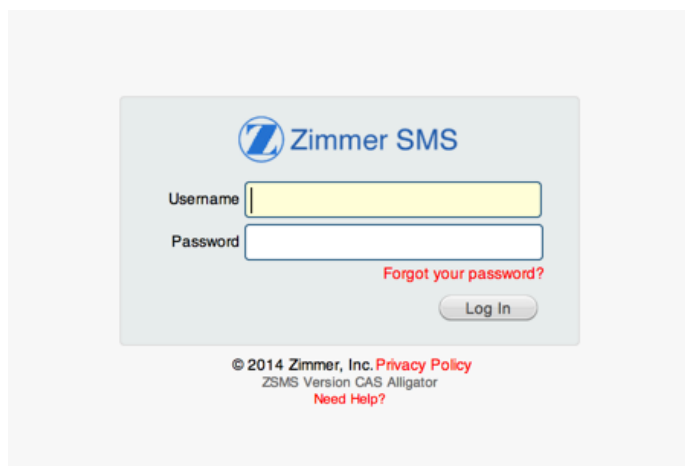
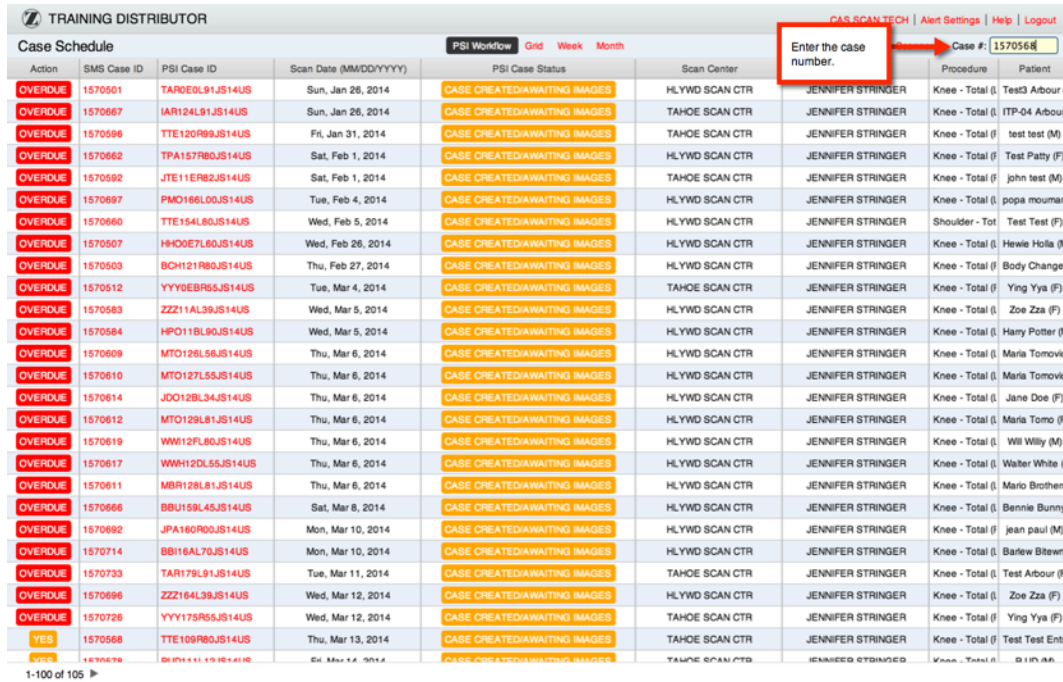


Figure 7

- 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).



TRAINING DISTRIBUTOR									
Case Schedule									
Action	SMS Case ID	PSI Case ID	Scan Date (MM/DD/YYYY)	PSI Case Status	Scan Center	Procedure	Patient	Case #	
OVERDUE	1570501	TAR0E0L91JS14US	Sun, Jan 26, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Test3 Abour (L)	
OVERDUE	1570667	IAR124L91JS14US	Sun, Jan 26, 2014	CASE CREATEDAWAITING IMAGES	TAHOE SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	ITP-04 Abour (L)	
OVERDUE	1570596	TTE120R99JS14US	Fri, Jan 31, 2014	CASE CREATEDAWAITING IMAGES	TAHOE SCAN CTR	JENNIFER STRINGER	Knee - Total (F)	test test (M)	
OVERDUE	1570662	TPA157R80JS14US	Sat, Feb 1, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (F)	Test Patty (F)	
OVERDUE	1570592	JTE11ER82JS14US	Sat, Feb 1, 2014	CASE CREATEDAWAITING IMAGES	TAHOE SCAN CTR	JENNIFER STRINGER	Knee - Total (F)	john test (M)	
OVERDUE	1570697	PMO166L00JS14US	Tue, Feb 4, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	papa moutan	
OVERDUE	1570660	TTE154L80JS14US	Wed, Feb 5, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Shoulder - Tot	Test Test (F)	
OVERDUE	1570507	HH00E7L80JS14US	Wed, Feb 26, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Hewie Hols (M)	
OVERDUE	1570503	BCH121R80JS14US	Thu, Feb 27, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (F)	Body Change	
OVERDUE	1570512	YYY0E8R5JS14US	Tue, Mar 4, 2014	CASE CREATEDAWAITING IMAGES	TAHOE SCAN CTR	JENNIFER STRINGER	Knee - Total (F)	Ying Yya (F)	
OVERDUE	1570583	ZZZ11AL39JS14US	Wed, Mar 5, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Zoe Zza (F)	
OVERDUE	1570584	HPO11BL90JS14US	Wed, Mar 5, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Harry Potter (M)	
OVERDUE	1570609	MT0126L56JS14US	Thu, Mar 6, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Maria Tomovic	
OVERDUE	1570610	MT0127L55JS14US	Thu, Mar 6, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Maria Tomovic	
OVERDUE	1570614	JDO128L34JS14US	Thu, Mar 6, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Jane Doe (F)	
OVERDUE	1570612	MT0129L81JS14US	Thu, Mar 6, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Maria Tomo (F)	
OVERDUE	1570619	WM12FL80JS14US	Thu, Mar 6, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Will Willy (M)	
OVERDUE	1570617	WWH120L55JS14US	Thu, Mar 6, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Walter White (F)	
OVERDUE	1570611	MBR128L81JS14US	Thu, Mar 6, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Mario Brothers	
OVERDUE	1570666	BBU159L45JS14US	Sat, Mar 8, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Bennie Bunny	
OVERDUE	1570692	JPA160R00JS14US	Mon, Mar 10, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (F)	jean paul (M)	
OVERDUE	1570714	BB116AL70JS14US	Mon, Mar 10, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Barlew Btawn	
OVERDUE	1570733	TAR179L91JS14US	Tue, Mar 11, 2014	CASE CREATEDAWAITING IMAGES	TAHOE SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Test Abour (F)	
OVERDUE	1570696	ZZZ164L39JS14US	Wed, Mar 12, 2014	CASE CREATEDAWAITING IMAGES	HLWD SCAN CTR	JENNIFER STRINGER	Knee - Total (L)	Zoe Zza (F)	
OVERDUE	1570726	YYY175R65JS14US	Wed, Mar 12, 2014	CASE CREATEDAWAITING IMAGES	TAHOE SCAN CTR	JENNIFER STRINGER	Knee - Total (F)	Ying Yya (F)	
YES	1570568	TTE109R80JS14US	Thu, Mar 13, 2014	CASE CREATEDAWAITING IMAGES	TAHOE SCAN CTR	JENNIFER STRINGER	Knee - Total (F)	Test Test Entr	

Figure 8

- 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.

TRAINING DISTRIBUTOR

CAS SCAN TECH | Alert Settings | Help | Logout

Case #1570568 PENDING

Details

Site: 01 T0000 LOS ANGELES, CA
Sales Associate / Team: CAS SALES REP
Account: TAHOE SURGERY CENTER (00004)
Surgeon: JENNIFER STRINGER
Patient: Test Test Entry (Male / Age 33)
Coverage:
Surgery: Apr 24, 2014 7:00 AM (Apr 24, 2014 4:00 AM)
Pickup: Apr 24, 2014

Surgery Information (Show All)

Description:
Procedure: Knee - Total (Z002)
Body Side: Right

Zimmer PSI (Show Summary) Print

CAS PSI Case Yes
Scan Center: TAHOE SCAN CTR (0003)
Scan Date: Mar 13, 2014
Modality: MRI
Right Body Side
Case ID: TTE109R80JS14US
Scan Images: Upload Scans
Status: Case Created/Awaiting Images
Ship To: 1234 PSI Place
San Diego, CA 92124
USA

Notes | Files

New Note

Figure 9

File Uploader - Case ID: 1570888, PSI Case ID: JDE1E9L70JS14US (Left)

File Upload Checklist:

- File upload capacity is limited to 250 MB.
- Ensure a good-quality internet connection is used or else a timeout may occur during upload.
- Using the latest Google Chrome or Firefox browser is highly recommended.

Drop Files Here

Select File

OPERATOR_SUBMIT (1).pdf.zip

161.04 KB

Select a category...
PSI Left Patient Scans
PSI Left Pre Op Report
PSI Left Surgical Plan
PSI Right Patient Scans
PSI Right Pre Op Report
PSI Right Surgical Plan

Case ID: 1570888, PSI Case ID: JDE1E9L70JS14US (Left)

Add to Queue

Figure 9.1

- 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).

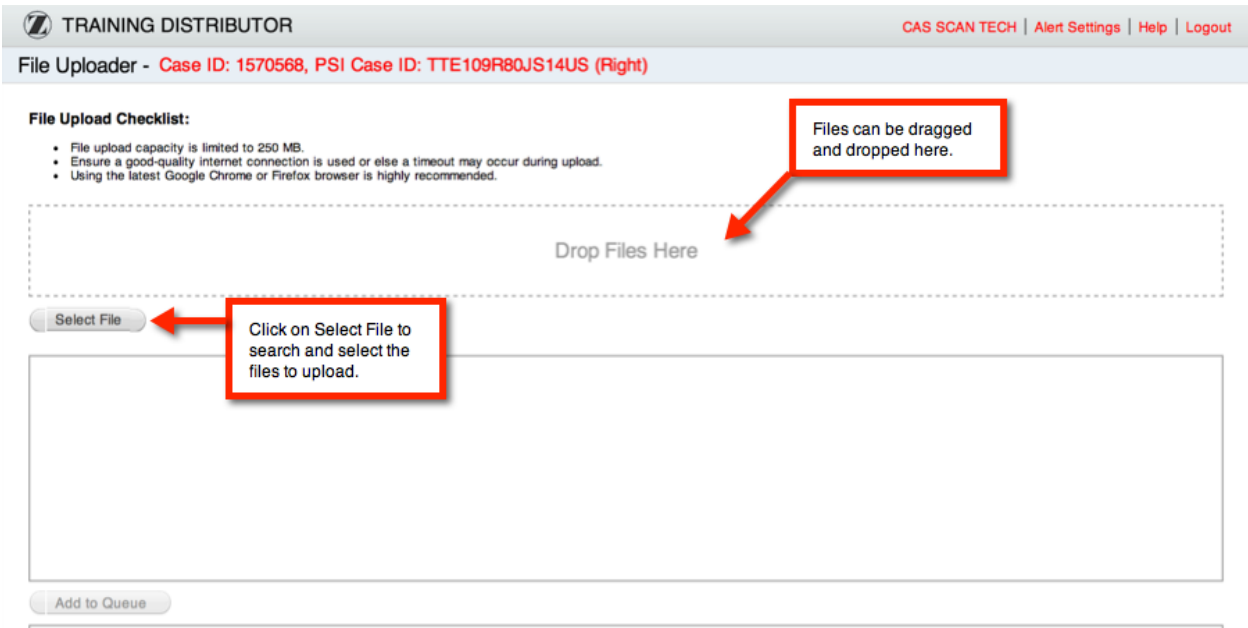


Figure 10

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).

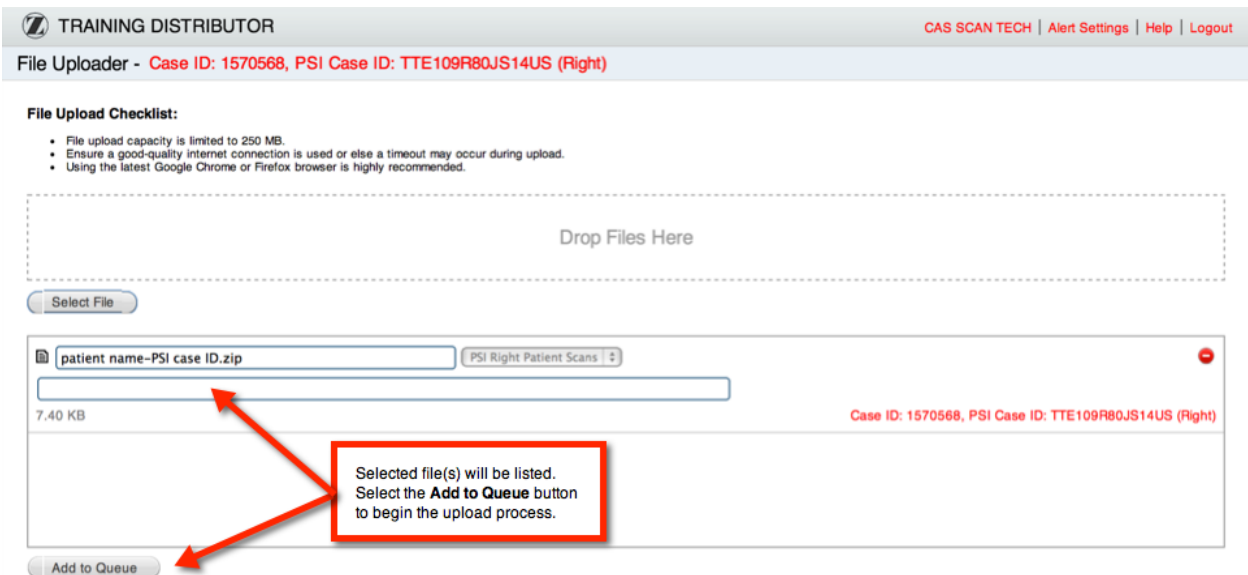


Figure 11

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.

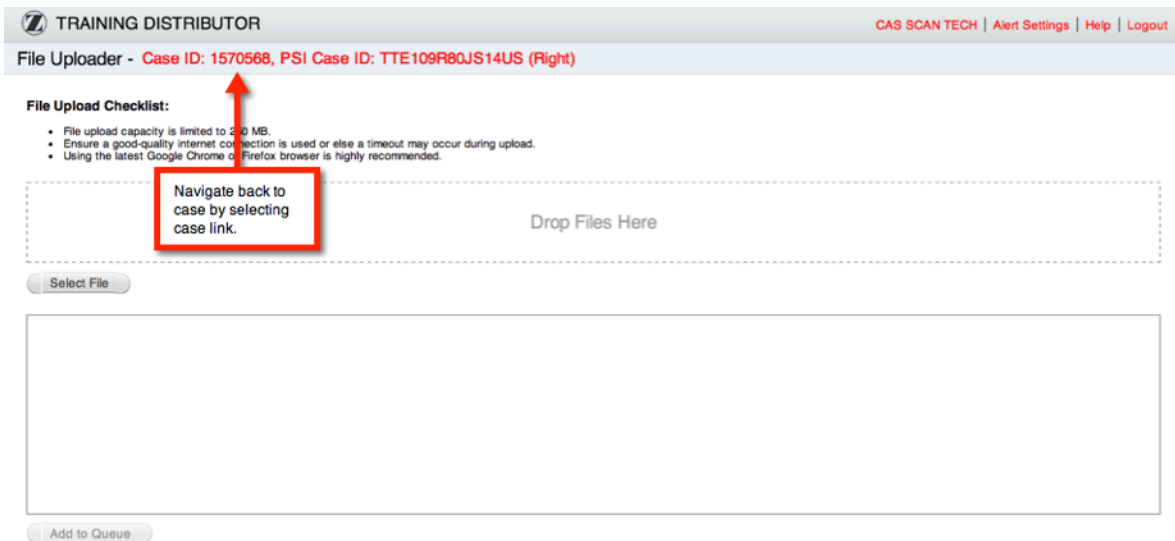


Figure 12

TRAINING DISTRIBUTOR Cases Inventory Contacts Files Reports System Administrator | Admin | Help | Logout

Case #1570568 **PENDING** Submit Case Fast Forward Add Product Clone Generate Order Cancel

Details Edit

Site: 01 T0000 LOS ANGELES, CA

Sales Associate / Team: CAS SALES REP

Account: TAHOE SURGERY CENTER (00004)

Surgeon: JENNIFER STRINGER

Patient: Test Test Entry (Male / Age 33)

Coverage:

Surgery: Apr 24, 2014 7:00 AM

Pickup: Apr 25, 2014

Distribution (Show All) Edit

Implants Status: Not Started

Instruments Status: Not Started

Loan Orders:

Return Orders:

Payback Orders:

Restock Orders:

Surgery Information (Show All) Edit

Description:

Procedure: Knee - Total (Z002)

Body Side: Right

Customer Service (Show All) Print Edit

CS Status: Not Reported

Usage Status: Awaiting

Restock By Date:

Bills:

Trans Bill:

Zimmer PSI (Show All) Print Edit

CAS PSI Case Yes

Scan Center: TAHOE SCAN CTR (0003)

Scan Date: Mar 13, 2014

Right Body Side

Case ID: TTE109R80JS14US

Scan Images: Scan Files Uploaded (Upload Additional Scans)

Status: Scans Uploaded

Additional Info Edit

PO Rec Date:

Shipping Carrier:

Add On / Scheduled:

Implant Bank Rec:

Notes Files Req Implants Req Instruments Stock On Loan Plans Case History

New Note

Figure 13

DEMO - CAS CAS SCAN TECH | Alert Settings | Help | Logout

Case #1571052 **PENDING**

Details

Site: 01 T0000 LOS ANGELES, CA

Sales Associate / Team: TEAM HOLLYWOOD

Account: TAHOE SURGERY CENTER (00004)

Surgeon: JENNIFER STRINGER

Patient: Joe Purple (Male / Age 54)

Coverage:

Surgery: May 10, 2014 3:00 AM (May 10, 2014 12:00 AM)

Pickup: May 10, 2014

Surgery Information (Show All)

Description:

Procedure: Knee - Total (Z002)

Body Side: Left

Zimmer PSI (Show All)

CAS PSI Case Yes

Scan Center: HLYWD SCAN CTR (12345)

Scan Date: May 8, 2014

Left Body Side

Case ID: JPU264L60JS14US

Scan Images: Scan Files Uploaded **UPLOAD ADDITIONAL SCANS**

Status: Scans Uploaded

Delete File

Are you sure you want to delete this file?

No Yes

Files

OPERATOR_SUBMIT (1).pdf.zip PSI Left Patient Scans (edit)

161.04 KB

CAS SCAN TECH on Mon, May 5 2014 10:39 AM

Figure 13.1