LifeImage User Instructions

- Open Internet Explorer and type into the address bar   lila.mountsinai.org
- This will bring you to the LifeImage log in screen
- For username and password use your Windows Log-in username and password
- This will bring up a screen to confirm your email address and name, once you have confirmed these are both correct scroll to the bottom of screen and select **other** for profession, then click continue.
- You will now be in the LifeImage application, place your CD into your CD drive, and click the upload button in the top left corner.
- On the next screen click find/upload exams in the bottom left
- Enter the patients Mount Sinai MRN in the box labeled MRN
- Then in the bottom right click the upload exams button
- The studies will now begin to upload once the blue progress bar reaches the end and the outline of the exam turns dark black click on the exam
- Once the exam is selected click on the PACS tab on the top of the exam 2nd tab to the left
- Then select nominate exam.
- Repeat above steps for all exams you need to be uploaded
- Radiology Informatics staff will then verify patient information and Mount Sinai Medical Record Number and send the studies to PACS

For further training see Matthew Klein, Ronald Dunn, George Knox, or Raymond Bernard