VDIC Timeless - Set Up and Submission Instructions

Step by step instructions to submit a request form:

1. Visit http://vdic.tvms.timelessveterinary.com/ to log in with your username and password. Click [Consults] at the top of the page and select [+ Create Consult].
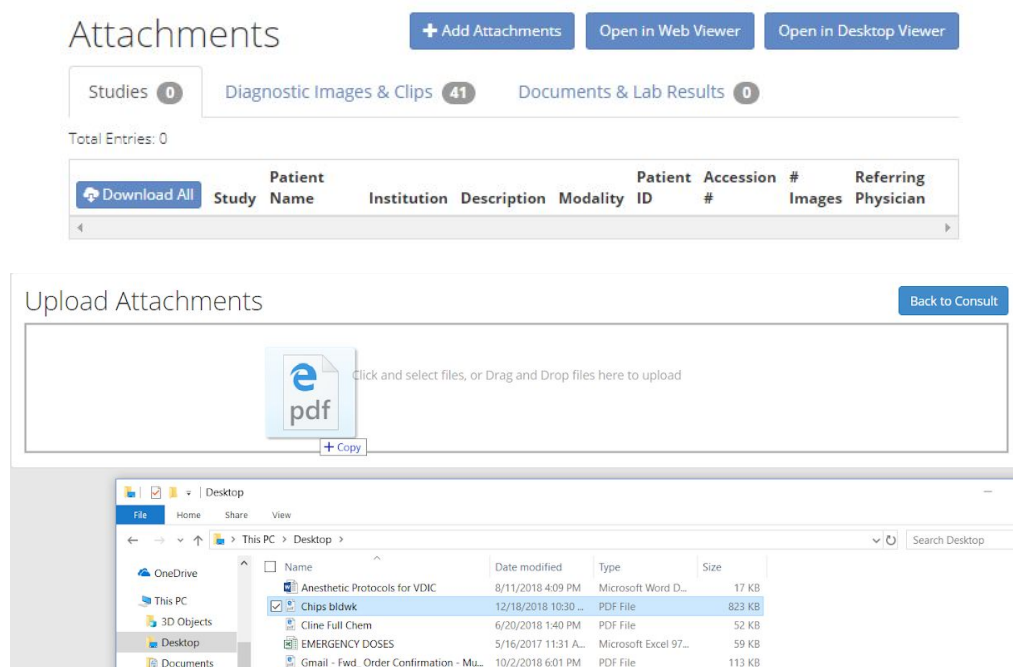
2. You will be taken to the **New Consult** page. If this patient has previously been entered, select them from the drop down list. If this is a new patient, click [+ Add Patient] and complete the required information.

3. Complete the patient/consult details and click [Save]. Any fields marked with an asterisk (*) are required.

4. After entering the patient history and clicking [Save], you will be brought back to the consult report page where you can attach images, videos and documents pertaining to this patient. If you would like to add DICOM images you may add them manually under the DICOMs group or DICOM send the study using the next set of instructions (*if DICOM sending, please DICOM send first before manually creating a new consult*).

5. When you are finished, click the green [Submit Request Form] button at the top left of the page. You will be notified if we have any questions before the scheduled appointment.

6. Adding lab results to the request. If you have them in digital format on your computer, click on the add attachments button and browse to the folder where they are and upload them. You can also take pictures with your phone and upload them to Timeless using the same steps.

Step by step instructions to submit images/request form via DICOM Send:

1. To DICOM Send images for a mobile consult you will need to first make sure the VDIC DICOM location is set up. If it is not, please contact the vendor of your machine and inform them you would like to add a new DICOM send location using the following settings:
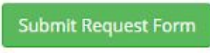
   AE Title: VDIC_TVMS
   IP Address: 216.92.139.79
   Port: 5633

2. Send DICOM images to **VDIC_TVMS** (the system receives the images and creates a consult automatically).

3. Visit http://vdic.tvms.timelessveterinary.com/ to log in with your username and password. Click [Consults] at the top of the page and select the consult you would like sent to VDIC.

4. Complete the patient/consult details and click [Save]. Any fields marked with an asterisk (*) are required.

5. After entering the patient history and clicking [Save], you will be brought back to the consult report page where you can attach images, videos and documents pertaining to this patient.

6. When you are finished, click the [Submit Request Form] button at the top of the page. You will be notified via email once the consult is complete