VDIC Veterinary Diagnostic Imaging & Consultations **Timeless Portal and DICOM/PACS Set-up**

Revised 2024

Visit the [VDIC Timeless Webpage](#) and sign in with your username (email) and password.
Call us at 877-751-8342 if you need help, our team is happy to assist you!

NAVIGATION MENU
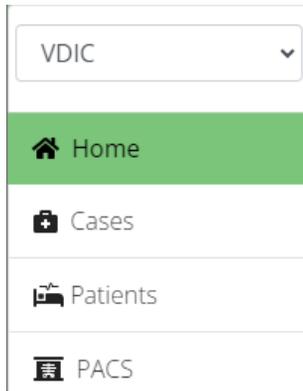
⬅️ If a drop-down list is available **choose VDIC**

Home: Client estimates, scheduling, referral process, and create new case (at bottom)

Cases: Create new case; all pending/unsubmitted, in process, finalized, canceled cases

Patients: patient list and their consults

PACS: images sent from your PACS to VDIC Timeless

Step 1 - Click `Create New Case` **(found on the 'Home' or 'Cases' page)**

- **Services:** choose the service(s) you are referring your patient for

- **Patient:** select the patient name from the drop-down list, or select `Add Patient`
    - Add new patient/client: enter patient and client details; name and cell phone are preferred, especially if you'd like us to contact them for scheduling!

- **Clinician:** select your clinic's referring veterinarian from the list, or select `Add Clinician`
    - Requesting Physician: skip this unless different from Clinician
    - Additional Emails: to share report with additional clinics/veterinarians.

- Select `Save & Continue`

Step 2 - Findings

- ==Add PACS Study:== link the DICOM radiograph images you sent directly from your PACS - *see next page for DICOM send set-up instructions*
- ==Add Attachments:== upload the last 3 months of medical records, diagnostic reports, full bloodwork reports, and DICOM/JPEG radiograph images (if not linked directly from your PACS)
- **Patient History:**
    - ==Reason for Exam (brief):== *brief* referral summary - **this is the question you want answered**; please do not say "see attached records"
    - **Laboratory & Radiographic Findings:** *brief* summary of the **uploaded diagnostics**
    - **Current Medications:** list current medications strengths/doses, if applicable
- Select `Save & Continue`

Step 3 - Review and Submission

- Review that patient/client details are correct; edit by selecting `Profile`
- Edit Services, patient history, attachments, add additional comments if needed

Step 4 - Click `Submit Case` and *voilà*, it's complete! 🥳

**Final reports are automatically sent to your clinic, referring veterinarian, and additional email addresses

How to send DICOM images to VDIC Timeless from your PACS

1. To set-up VDIC DICOM send location use the credentials below. You may need to contact the vendor of your PACS system to help with set-up.
    a. **Your clinic's unique AE title is found in Timeless under Admin settings and then Account settings - please call us if you need help finding this information.**

    > **AE Title**: unique to your clinic
    > **IP Address**: 34.120.76.114
    > **Port#:** 11112

2. Send DICOM images to **VDIC_TVMS** and they will be saved on the Timeless 🖻 PACS page
3. Visit VDIC Timeless Webpage and sign in with your username and password - call us at 877-781-8342 if you need your sign in credentials, our team is happy to help!
4. Complete **Steps 1-4** from instructions on previous page