

PowerShare Easy Uploader Instructions

For the best experience, it is recommended to use Edge, Chrome, or Firefox web-browsers



- Navigate to the **Easy Uploader** here: <https://widgets.nuancepowershare.com/easyupload/Ochsner>
This link will take you to where you can navigate to the first step which has the instructions.
- Before you can upload your medical images, you will need to request an Authentication Code by providing either your email address or phone number (please see below):



**Upload your images to
OCHSNER HEALTH SYSTEM**

Follow these steps to upload your medical images:
1. Enter your email address or phone number
2. Click Send Authentication Code to receive an authentication code

If you have questions regarding your study uploads please contact the local Ochsner requesting site. For technical assistance uploading, please contact PowerShare Support at 866-809-4746. We will contact you if more information is needed. Thank you!

Send Authentication code:

To my email address

Email Address

To my phone via text message

[Send Authentication Code](#)



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Send Authentication code:

To my email address

To my phone via text message

Country Code

+1 United States

Phone Number

5048675309

[Send Authentication Code](#)

- You will then receive the code with the below message:
“Your authentication code expires in 5 minutes.”
- Enter the Authentication Code in the Authentication code box (green arrow).
- Check the box to agree to the Terms and Condition and the HIPAA Agreement (red arrow).



**Upload your images to
OCHSNER HEALTH SYSTEM**

Follow these steps to upload your medical images:
1. Enter authentication code
2. Accept Terms and Conditions and HIPAA Agreement
3. Click Confirm Authentication Code

If you have questions regarding your study uploads please contact the local Ochsner requesting site. For technical assistance uploading, please contact PowerShare Support at 866-809-4746. We will contact you if more information is needed. Thank you!

Phone Number *

+1 5048675309

Authentication Code *

If you do not receive a code within a few minutes, request a new code.

Request a new code

I have read and accept the Terms and Conditions and HIPAA Agreement *

[Confirm Authentication Code](#) or Cancel

- Click “Confirm Authentication Code” box



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[Request a new code](#)

I have read and accept the Terms and Conditions and HIPAA Agreement *

or [Cancel](#)



- The uploader window will then open.
- Click “**Choose Folder**” button and select the CD or directory that contains the files you wish to upload

Follow these steps to upload your medical images:
 1. Insert CD into CD drive
 2. Click Choose Folder
 3. Choose the folder or CD drive in the left panel
 4. Click Upload until the list displays with the study detail



Uploading to OCHSNER HEALTH SYSTEM

	Name	DOB	Study Date	Study Description	Modality
■					

- Click the “Upload” button (if you are unsure what to upload, select the top level of the disk or imaging folder).

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 1. Insert CD into CD drive
 2. Click Choose Folder
 3. Choose the folder or CD drive in the left panel
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Uploading to OCHSNER HEALTH SYSTEM

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- You will receive a “**Transfer Complete**” notice in the progress bar.
- You can close the screen or “**Upload Another**” if you have more images to upload.