



File Download, Retrieval and Viewing Instructions

- 1.** Once the scans have been completed we will notify you via email. You can then access your patient files directly from the link provided in the email or by going to Digitalorthopros.com and logging in.
- 2.** Log into your secure portal from the top right corner of the home page with your username and password. Your patient files are then searchable by patient name or patient file number. By clicking on a specific patient you are able to view, pan and rotate your 3D models. **NO DOWNLOAD OR SOFTWARE NEEDED** with our exclusive **Pro Viewer Easy 3D!** ***ONLY compatible with Google Chrome & Firefox web browsers.**

For more interactive model viewing, our free **Ortho Viewer** is available to you as well. This user friendly software will allow you unlimited treatment simulation, treatment planning, measurements, and overall case management.

- 3.** Included in our services, we provide an archive of ALL patient files uploaded to a HIPAA secure cloud/portal and our in office hard drives. We keep these files indefinitely.

For additional protection, we recommend your office performs an in office backup...just as you normally would with your practice management software. This is a very simple step that can be done at the end of each day or weekly at your discretion. We recommend backing up ALL digital patient files to an external hard drive and a USB jump drive to be kept at strategic geographical locations. This step can ensure that all files are accessible in the event of a fire, flood or any natural disaster that may occur. Its better to be safe than sorry!

In ALL emails you receive from us, your patients will be identified by a computer generated ID number to be referenced in the portal. Per HIPAA guidelines, this ensures any specific patient info is not transmitted via email and is **ONLY** accessible in the secure portal.

To Download Ortho Viewer,

Go to www.digitalorthopros.com, under Digital Services click on File Viewing to access the download link.

If you should have any further questions, please feel free to contact us @ 209.522.7767