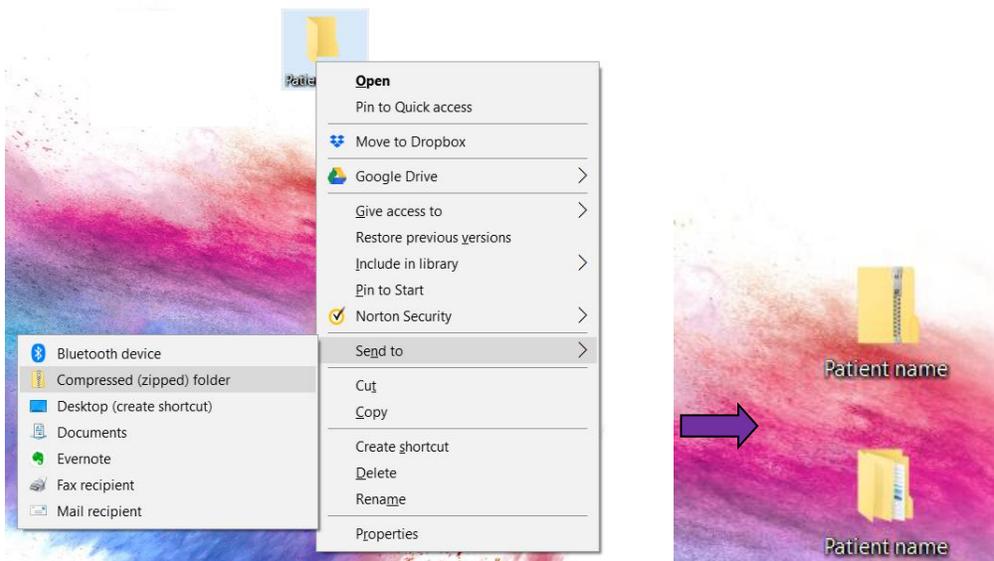# see|thru
REPORTS

SIRONA – SIDEXIS 4

1. Create a new folder on the Desktop and name it with the patient's name.

2. Open the CBCT volume (3D Exam) in SIDEXIS 4.

2. Click the "**Output**" button at the top of the SIDEXIS 4 window.

3. Choose "**DICOM Exam Export".**

4. In the window that comes up, click the "Settings" tab at the top and **uncheck everything except 'Include main volume'**

5. Click on the **"Export"** tab at the top and make sure the 'Anonymization' box is not checked.

6. Click the button with three dots on it (Browse button), browse to and double-click on the folder you created on the Desktop that has the patient's name on it, and click "Save".

7. Click OK to begin the DICOM export.

8. Once the export is finished, locate the folder with the patient's name on your desktop.

9. **Right-click** on the folder, click on **"Send to**", and choose **"Compressed (zipped) folder".** This will create a new icon on your Desktop that will have the patient's name on it but the icon will most likely be a folder with a zipper on it. That is the file we need.

The .zip file will be created on the Desktop (the icon will likely look like a folder with a zipper on it). Upload the **compressed (zipped) folder** to the HIPAA compliant web portal with the required clinical information.