

# DICOM Patient Import

## Importing a New Patient



If you have a set of Ct Images and structures you can import them directly into a new patient through the “Import Patients” menu.

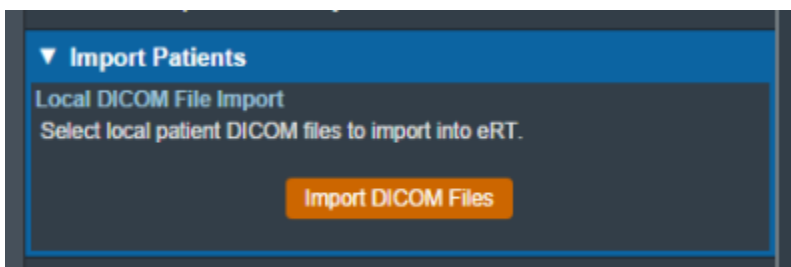


Fig. ##

Selecting the “Import New Patient” option will open the Importing UI.

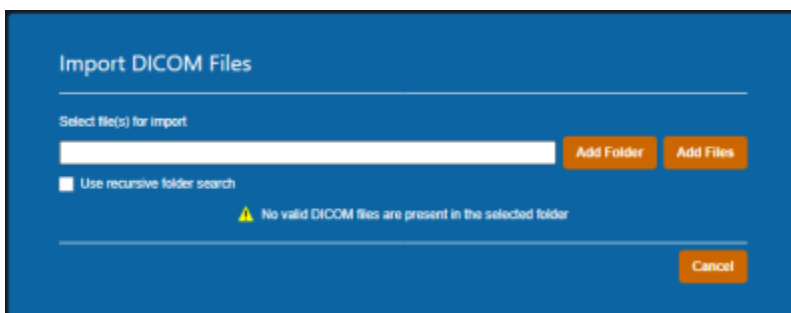


Fig. ##

Here you may either browse your computer or copy the path to the folder that contains the CT images and structures you wish to import.

Then the import will process:

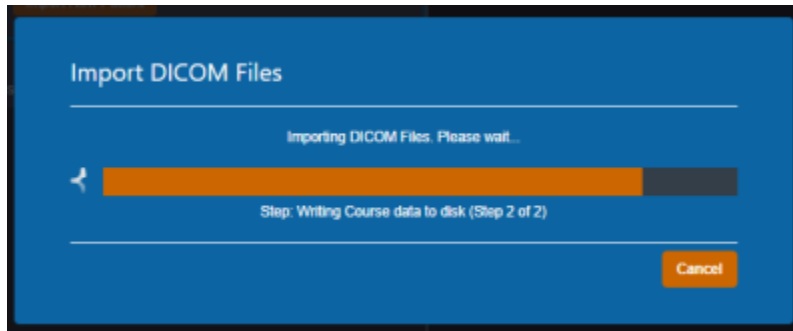


Fig. ##

If there are no Errors while importing you will be taken to a confirmation page for your import.

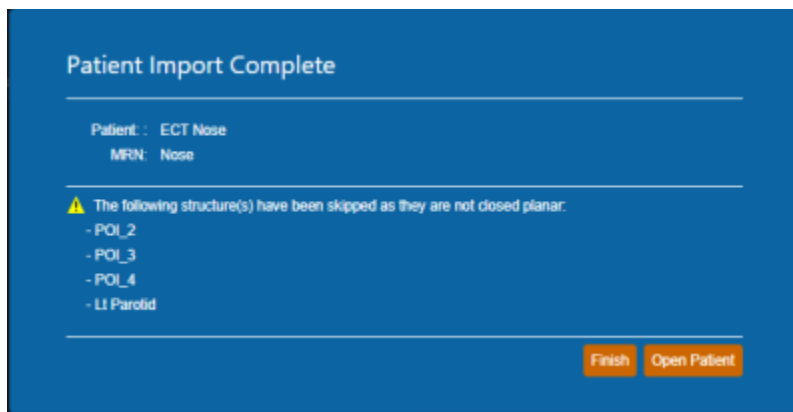


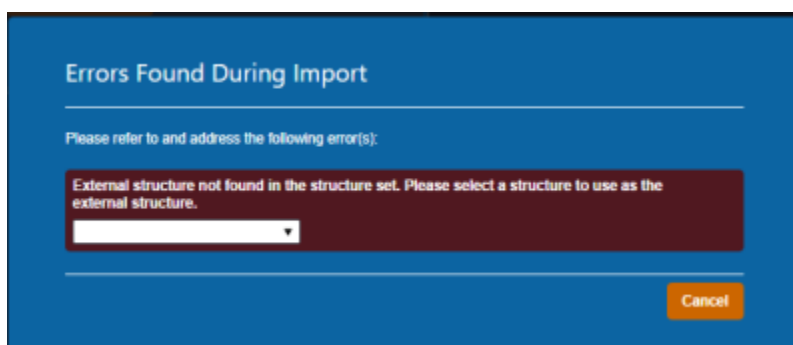
Fig. ##

If there are errors please refer to the [Common Errors](#) section below.

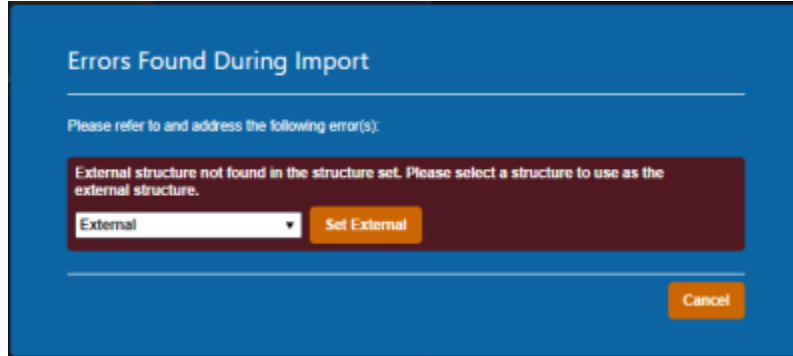
## Common Errors

### Missing/Undefined External Structure

If the structure set that is being imported does not have a set external structure you will be directed to select the external from the structure set before the import resumes.

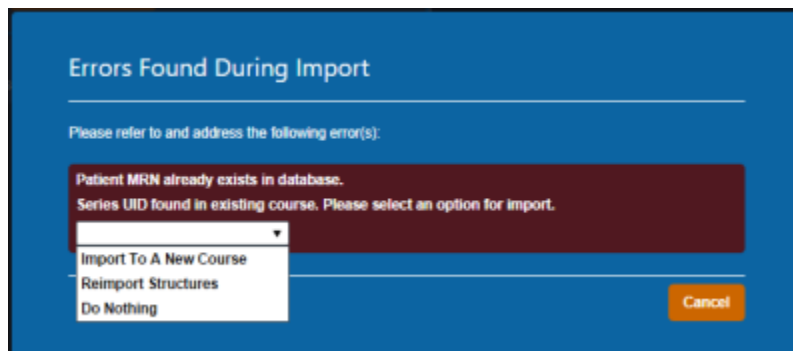


The drop down menu will have a list of the structures in the imported set. You will be able to select one as the external for this course then confirm your choice by pressing “Set External”



## Importing an Existing Patient

If the files you have selected to import coincide with the MRN of a patient that already exists in the app you will receive this error.

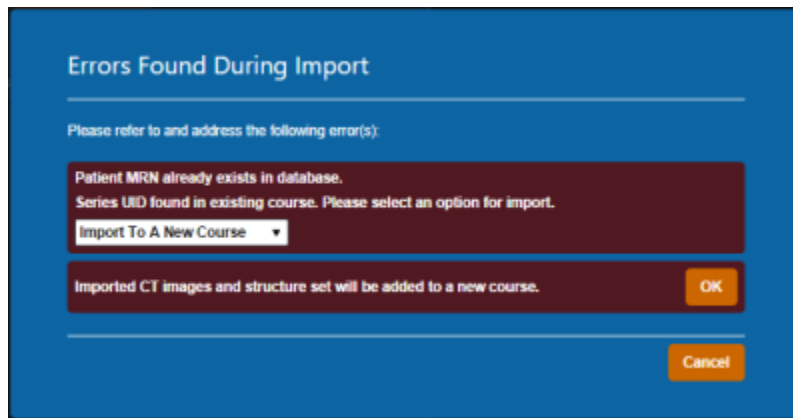


You have three options provided to resolve the error:

1. Import to a New Course
2. Re-Import Structures
3. Do Nothing

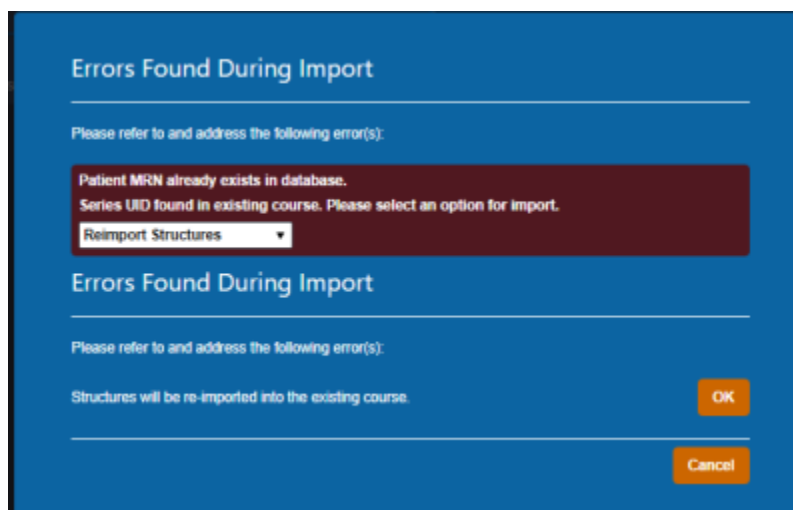
## Import to a New Course

Importing to a new course will simply complete the import but instead of affecting existing courses or plans for the patient the app will create a new course for this patient using the new import.



## Re-import Structures

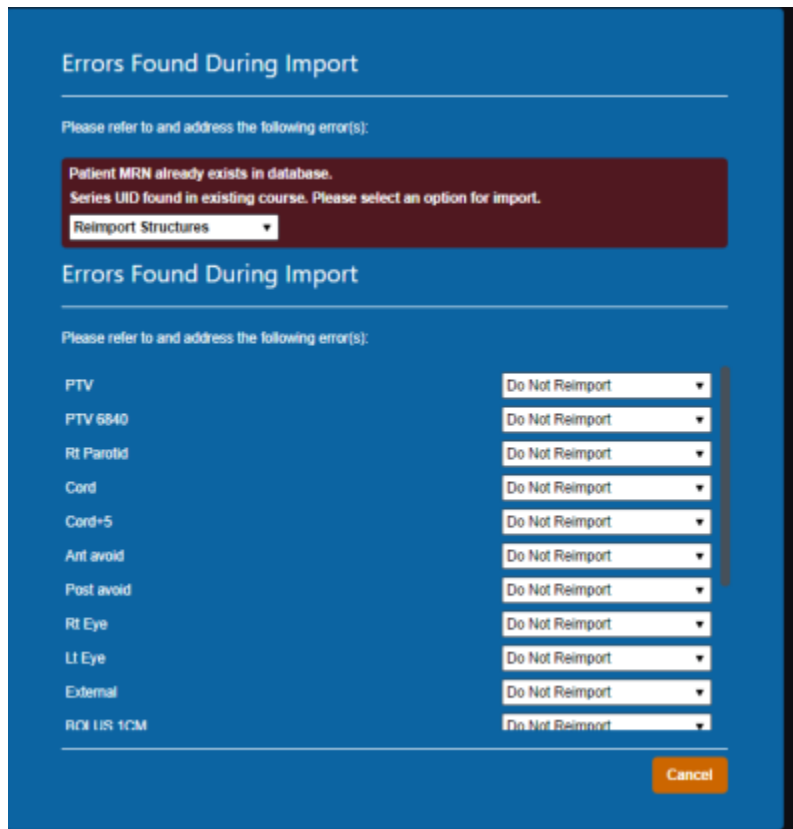
Re-Importing structures can be used if your goal is to update or add structures to your existing patient.



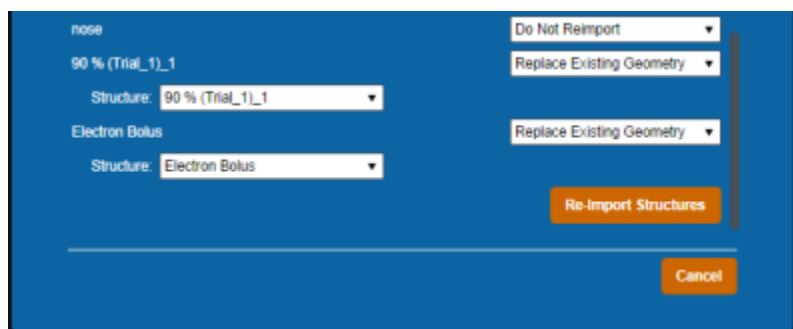
After selecting this option you will be presented with a list of the structures in the import.

For each you may select one of three options:

1. Do not reimport: skips this structure for the re import.
2. Replace existing geometry: replaces the existing structure with the imported one.
3. Import as new structure: Imports the structure as brand new not affecting the existing one. Also if the structure does not exist currently it creates it as normal.

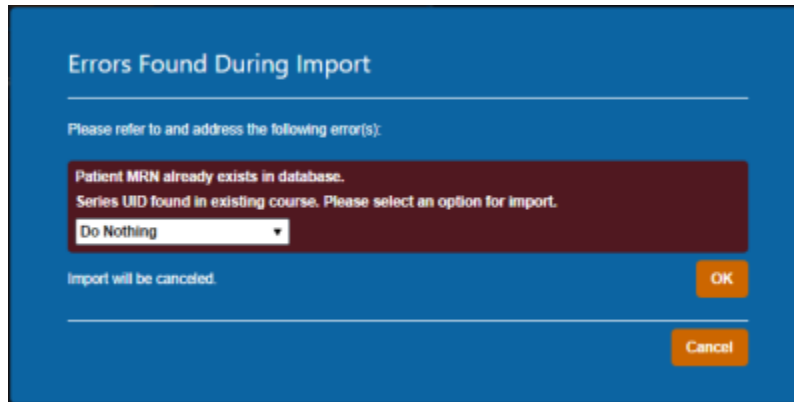


Once you have made your decision for each structure you must select “Re Import Structures” to finalize your changes.



### Do Nothing

This is the simplest action, selecting to do nothing will cancel your import and return you to the main menu.



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