

### Instructions for faculty, staff, and students for getting information to an outside lab using eDossea

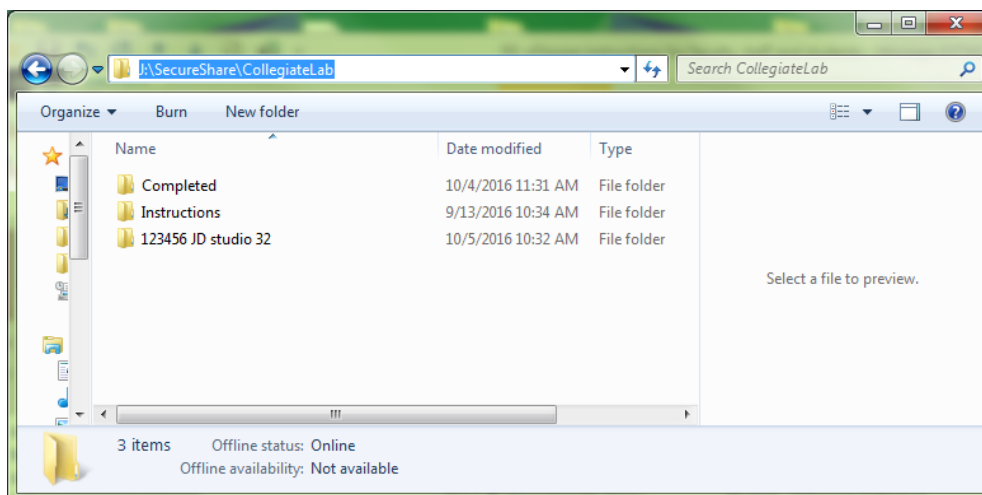
To comply with patient confidentiality requirements, The University of Iowa College of Dentistry Collegiate Laboratory is using a secure file transfer program to electronically upload patient photographs and documentation to a HIPAA website. The lab you are working with can then access your case information from the website in a safe and secure manner. Follow the steps below to prepare your case to be electronically ready for the lab to review.

1. Establish which lab is doing the work and have it noted on Laboratory Form.
2. Have the lab case ready and deliver it to Collegiate Lab Office for fabrication.
3. **Indicate on the lab slip that photos are to be sent electronically to a lab.**

**Note: emailing or sending flash drives to an outside lab is not allowed under College of Dentistry policy.**

To prepare your photos and other documentation about your case for a dental laboratory:

- Create a folder in **I:\SecureShare\CollegiateLab** and copy the information that you wish to them to review.
  - The clinic computers do not have the J drive mapped. If you use the map network drive icon on the desktop you can map the J drive by choosing the J drive from the drop down menu and entering your hawkid and password. If you use this option please reboot the computer when you are finished to disconnect your connection to the J drive. The computers in the ITL, student lounge and student phone room all automatically map the J drive when you login.
  - Label the folder with the Axium number, patient initials, and the lab you are working with. For example, photos for John Doe, Axium #123456, to be sent to Studio 32, should be placed in a folder titled "123456 JD Studio 32".
  - Please write the patient's date of birth on the lab slip. We cannot upload the files without it.
- After you have created the folder and copied the files to it, send an email to [dentistry-collegiatelab@uiowa.edu](mailto:dentistry-collegiatelab@uiowa.edu) requesting that the files be uploaded for the lab. You can also tell the Collegiate Lab Office in person when you drop off your case.



- The collegiate lab office will then upload the photos to eDossea and notify the lab that the files are ready for them. The lab then can login to the secure web site and retrieve your case files and photos.
- After the photos have been uploaded to eDossea, the folder will be moved into the "completed" folder.

For technical assistance please email the College of Dentistry helpdesk, [dentistry-helpdesk@uiowa.edu](mailto:dentistry-helpdesk@uiowa.edu) or call 335-7592.