HOW TO ZIP AND UPLOAD YOUR FILES

For Windows PCs | Send your radiology files to Rad Reformed through our secure ShareFile link

PART 1. ZIP YOUR RADIOLOGY FOLDER

Please send us radiology files only, not your complete case file. Create one folder named Radiology. Inside it, make one subfolder for each treating provider you are submitting. Then zip the Radiology folder. Do not rename or open the files inside.

1	**Build the Radiology folder.** In File Explorer, create a folder named Radiology. Inside it, create one subfolder for each treating provider (for example, the provider or facility name) and put that provider's radiology files in it.
2	**Right-click the Radiology folder.** Use the folder named Radiology, the one that contains the subfolders for every treating provider you are submitting today. Do not right-click a provider subfolder. Windows 11: choose "Compress to ZIP file." Windows 10: choose Send to, then "Compressed (zipped) folder." On Windows 11, if you do not see it, click "Show more options" first.
3	**Name the zip file.** We highly recommend adding your firm's internal file number and today's date, in the format MM.DD.YY. Example: Radiology 12345 10.25.26. Type the name and press Enter, or right-click the zip file and choose Rename. Please leave out patient names.
4	**Check the zip.** A new file with a zipper icon appears next to the folder. Double-click it to confirm each treating provider's subfolder is inside, then close it.

PART 2. UPLOAD TO SHAREFILE

1	**Open your secure link.** Use the ShareFile link that Rad Reformed sent you after we confirmed your request. You do not need an account or any software.
2	**Add the zip file, then press Upload.** Select your zip file or drag it into the window. **Then press the blue Upload button, usually in the bottom left corner of the page, so the file actually transmits to us.** Sometimes the file looks uploaded on your screen when it has not been sent.
3	**Wait for it to finish.** Keep the window open until the upload shows as complete. Large files can take a while.
4	**Let us know.** Reply to our email or call us once the upload is complete, and we will start your case.

GOOD TO KNOW

- All radiology must be uploaded in zipped format. Files sent unzipped can become corrupt and will hinder our quality control process.
- Never email patient files. Always use the secure ShareFile link.
- Having trouble? Call 210-468-9969 or email info@radreformed.com.