



The Paley Institute - Imaging Upload Instructions

Have questions or need help?

Contact mymedicalimages Support

**email – support@mymedicalimages.com, chat – mymedicalimages.com
call 1-800-203-4771**

Please use the following steps to submit medical images to The Paley Institute using mymedicalimages.com. Medical images from imaging centers are usually provided to you on a CD. If you have a computer with a CD drive, you can send your images from home using Chrome or Safari. If you do not have a CD drive, you can upload at CVS® using the instructions below.

Once you are ready to upload your images, email the **Academic Coordinator** at mmi@paleyinstitute.org and let her know you are ready. She will send you an email from mymedicalimages with a free upload link. (Check your spam folder if the email seems delayed)

OPTION 1: Don't have a CD drive? Upload at CVS Pharmacy®

To find a CVS® with photo kiosk near you, click: app.mymedicalimages.com/storelocator/nearme

Bring the Physician Account Code **PaleyMMI** and the original CD of your images with you to CVS Pharmacy® and look for the photo kiosk.

Once you've clicked the mymedicalimages Button, follow the prompts and you will be presented with three options: FREE Basic Account - Create, Existing Account - Sign In, or Learn More.

Select **FREE Basic Account - Create** and follow the step-by-step instructions to share images with your physician. When the CD upload is complete, which can take several minutes if large, the images will be uploaded to your account and shared with us automatically.

OPTION 2: Upload From Home with a CD drive

Open the email that was sent to you through mymedicalimages and select the "click Here" link. You will be presented with three options: Create Free Basic Account, Already have an account, or upload at CVS®.

Fill in your information to create a **Free Basic Account**, which will allow you to upload images into the Paley Institute account. This step is for the safety and security of your images and will not require any payment or fees.

After creating a new account, you will be prompted to "Choose a Source" for your medical images. When selecting images on a CD or in a folder, the entire CD or folder can be selected.

When the upload is complete, the images will be uploaded to your account and shared with us automatically. Please email us at mmi@paleyinstitute.org once the upload is complete.

If you do not have access to a computer or CVS®, you may mail the CD/DVD or USB disc with the medical images to the following address. This procedure may take up to 10 days for us to receive and process. We strongly recommend getting a tracking number.

The Paley Institute

Attn: Academic Coordinator / (Name of Physician)

901 45th Street, Kimmel Building, West Palm Beach, FL 33407

If you would like to upload additional images into your new account to manage and share your medical images, information on how to upgrade your basic account can be found on mymedicalimages.com

If you have any questions, please call 1-800-203-4771 for 24/7 live support