



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.

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)

Uploading 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 and Already have an account.

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 with a CD drive:

- If you do not have a CD drive at home, you can order a brand new portable CD drive, through the mymedicalimages' website located here: mymedicalimages.com/get-a-cd-drive/
- 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 mymedicalimages 1-800-203-4771 for 24/7 live support