Requesting Interpretations from UF Oral Radiology

To process a request for an interpretation, UF Oral Radiology requires a completed consultation request form and a transfer of the images to be interpreted, either by mail or electronically (directions below).

Consultation forms may be faxed to (352) 273-6553, emailed to OralRad@dental.ufl.edu, or mailed to:

> UF Oral Radiology
> PO Box 100414
> Gainesville, FL 32610

We collect payment by phone at the end of the week for all received cases. Credit cards are acceptable, but as we do not store credit card information, payments will need to be taken directly each week. Statements can be delivered on a monthly basis or as requested for your records.

If you have any questions, please contact the UF Oral Radiology office at (352) 273-6775 for assistance.
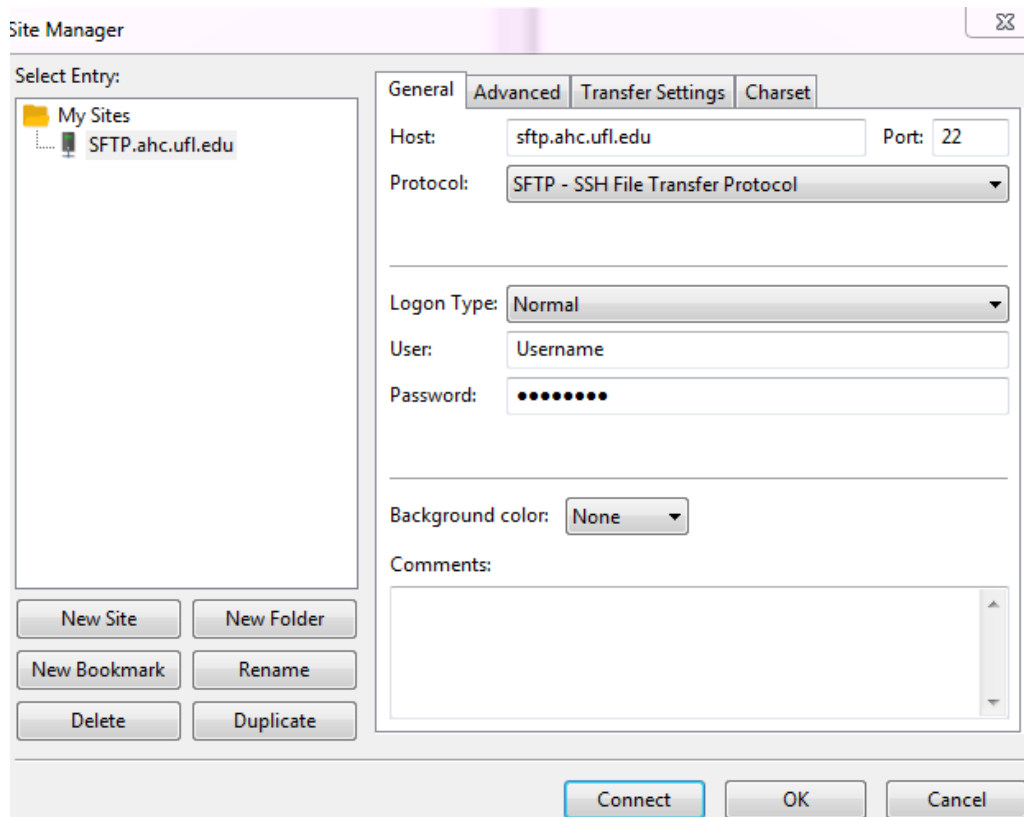
Uploading Files to the UF and Shands Academic Health Center

To protect the safety of our patients' information, all FTP traffic to the UF and Shands Academic Health Center must be through Secure FTP (SFTP). All transfers are logged. We prefer dicom image files when possible (.dcm).
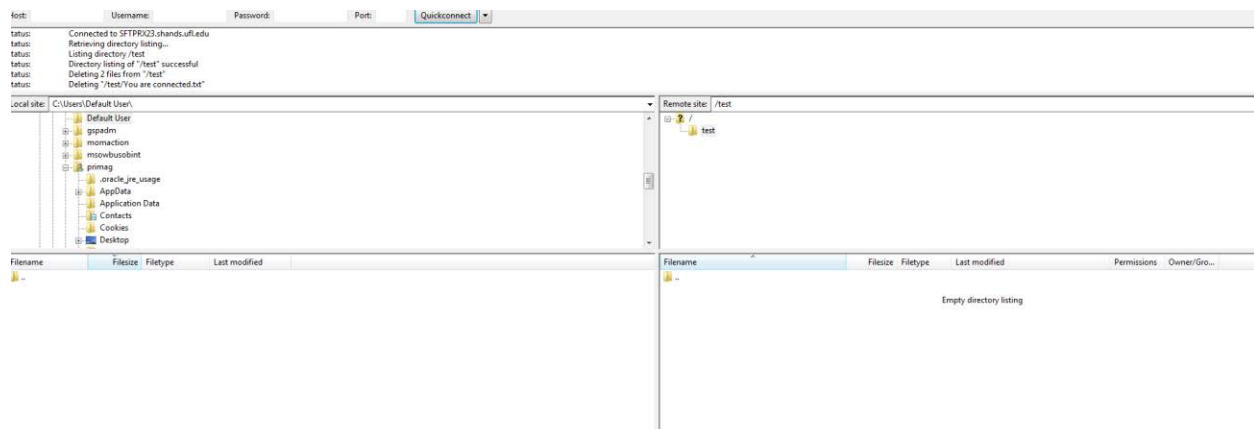
Two options are available for uploading files securely to the AHC. The first is to install an SFTP client, such as FileZilla, on your local workstation or server and upload files through that software. The other method, which is incompatible with Mac/Apple operating systems, is to create a login with UF's SFTP server and upload files through your internet browser (Internet Explorer recommended).

To utilize FileZilla:

1. Go to https://filezilla-project.org/download.php?show_all=1 and download FileZilla. *(Note: other SFTP clients are available for purchase and will work as well, but FileZilla is recommended.)*
2. Open FileZilla. In "File," select "Site Manager" and then "New Site." Fill out the form it brings up with this information:
   a. Host: sftp.ahc.ufl.edu
   b. Port: 22
   c. Protocol: SFTP
   d. Logon Type: Normal
   e. User: ODSFTPE
   f. Password: dropmeoff

3. Click "Connect." When asked if you trust the key, click "Yes."
4. You are now connected to the AHC and can upload files by dragging them from your local directory on the left of the interface to the AHC server on the right.

To log into the SFTP Server through an Internet Browser (Mozilla/Chrome preferred; not for Mac users):

1. Go to https://sftp.ahc.ufl.edu. When a login dialog appears, if using Mozilla or Chrome, uncheck the box "Use Java enabled version." If using Internet Explorer, ensure instead that you have installed Java 1.5 (J2SE) or greater. You can verify your version of Java at http://www.java.com/en/download/installed.jsp. If you experience issues while using Java, use one of the browsers that are compatible without it.
2. Complete the login as follows:

a. Username: ODSFTPE
b. Password: dropmeoff
3. If a message appears stating, "Your security settings do not allow websites to use ActiveX controls installed on your computer," close the popup bar and reset your Internet Explorer security settings to "Medium" (Click *Tools -> Internet Options -> Security -> Custom Level -> Reset.*)
4. Once connected to the Enhanced File Transfer server, you may upload files from your local directory in the left box to the AHC directory on the right by clicking the appropriate arrow between the two.
5. When your upload is complete, log out of the server by clicking the "Log Out" button on the top right of the screen. A confirmation message will appear.
6. If you receive a message that there has been a verification error, this is due to your not having reading privileges for the AHC server. It does not indicate a failed transmission.
7. If you receive an error message stating "FORBIDDEN" during a second upload attempt, this indicates that a file with this name already exists on the server. Your first upload attempt was likely successful. Please call the office at (352) 273-6775 if you would like to verify the transfer of your images; otherwise, simply fax or email your completed consult form, and we will reach out to your office if we need more information.