



Follow these five easy steps!

1. Create a Powershare account.

- » Go to www1.nuancepowershare.com
- » Select **'Register now'**
- » Ensure that the **'patient'** bubble is selected above the fields
- » Fill out all required fields and accept the 'Terms and Conditions' and 'HIPAA' agreements

2. Once you have successfully registered, you will be prompted to confirm the registration using the email address you registered with.

3. After you click the link in your email, it will route you to sign in using the **email and password** used to create the account.

4. Next, you will need to establish a connection with Shepherd Center or any other facility that uses Powershare (you are not just limited to Shepherd Center).

- » Select **'contacts'** from the menu bar
- » Select **'add new contacts'** in the top right corner
- » In the category drop down menu, select **'hospitals/imaging facilities'**
- » Type Shepherd Center in the **'name'** field.
- » Click **Search**
- » The Shepherd Center facility and logo will populate. Select **'invite'**.

» Check all of the following boxes:

1. HIPAA release
2. Allow contact to upload to my Image Folder
3. Allow contact to make a copy of images shared with them.

» Select **'invite'** again and it will send a message to Shepherd's radiology department to accept the invitation and establish a connection.

5. Once the connection is established, go to the **'Home'** tab on the menu bar and select **'request images'**.

- » Select **'search facilities in my contacts'** and select Shepherd Center.
- » Select **'request images'**
- » Type in all pertinent patient information
- » Click **'next'**
- » Enter the general description of what imaging you need in the description box.
 - » **Ex:** Spinal images of neck and back or all head imaging.
 - » **Note:** You do not need to fill out the other optional boxes other than the description.
- » When you are done, select **'send request'**.

Once your request is received, the Shepherd Imaging staff will send the images to your Powershare account within 24-48 hours.