



## **Requirements for NamUs Dental Image and Document Uploads**

### **Dental Radiographs**

1. All individual dental radiographic images uploaded to NamUs should contain the name, NCIC number (when available), agency case number (when available), or NamUs case number on the image.
  - When possible, an image editing program can be used to enter the required text on the jpg image. For those cases where individuals do not have that expertise, the information should be written with a permanent marker on an open area of the radiographic image; this will become a part of the scanned and uploaded .jpg image.
2. The date of the radiographs should be included, if known.
3. The radiographic images should be labeled to indicate the patient's right and left orientation, with all films mounted in the same orientation.
4. The recommended resolution for dental radiographs is 150 dpi in 8-bit, grayscale .jpg format.

### **Dental Documents**

1. Dental treatment records should have non-pertinent personal information removed before uploading. This includes financial information, patient telephone numbers, patient addresses, and information concerning other family members.
2. The NCIC Dental Worksheet should be uploaded when available; this worksheet contains more detailed information than the NCIC coding.
3. Recommended resolution for document upload is 150 dpi in 8-bit, grayscale .jpg format.

### **Photographs**

1. Dental photographs should be considered for uploading as they may offer details not available in the treatment records or in personal photographs.
2. Recommended resolution is 150 dpi in 8-bit RGB color mode in .jpg format.

**Please note that only .jpg images will be accepted by NamUs for upload.**