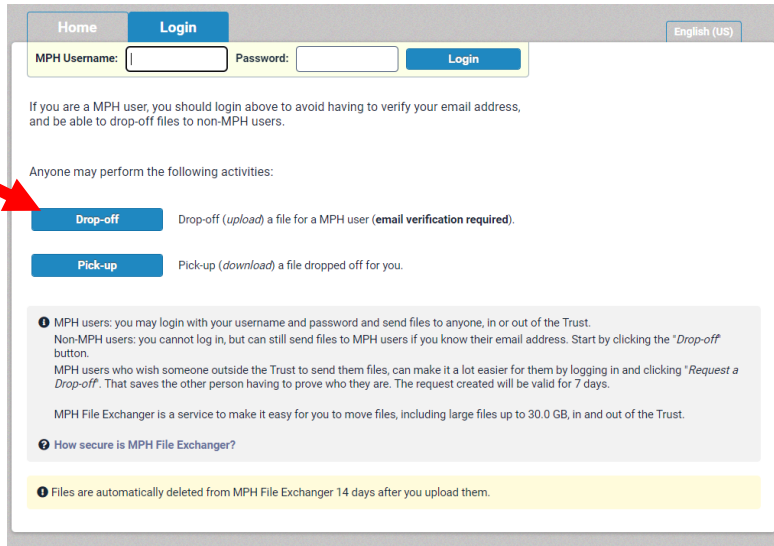


Patient Guidance to upload images using File exchange

Following your telephone consultation with SWISH clinician, you should receive a text message with a link to the MPH File exchange page and a Passphrase.

- 1- Please click on the link to MPH File exchange.
- 2- Click Drop off



Home Login English (US)

MPH Username: Password: Login

If you are a MPH user, you should login above to avoid having to verify your email address, and be able to drop-off files to non-MPH users.

Anyone may perform the following activities:

- Drop-off** Drop-off (upload) a file for a MPH user (email verification required).
- Pick-up** Pick-up (download) a file dropped off for you.

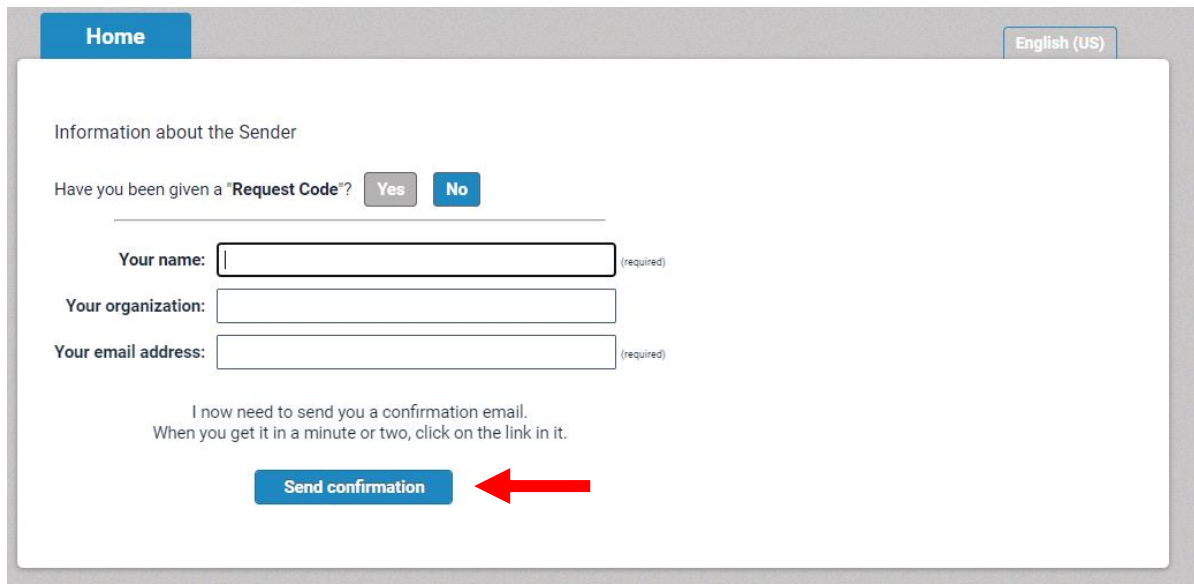
MPH users: you may login with your username and password and send files to anyone, in or out of the Trust.
Non-MPH users: you cannot log in, but can still send files to MPH users if you know their email address. Start by clicking the "Drop-off" button.
MPH users who wish someone outside the Trust to send them files, can make it a lot easier for them by logging in and clicking "Request a Drop-off". That saves the other person having to prove who they are. The request created will be valid for 7 days.

MPH File Exchanger is a service to make it easy for you to move files, including large files up to 30.0 GB, in and out of the Trust.

How secure is MPH File Exchanger?

Files are automatically deleted from MPH File Exchanger 14 days after you upload them.

- 3- Please enter your name or your Swish patient number and your email address. your organisation does not need to be completed. Press send confirmation.



Home English (US)

Information about the Sender

Have you been given a "Request Code"? Yes No

Your name: (required)

Your organization:

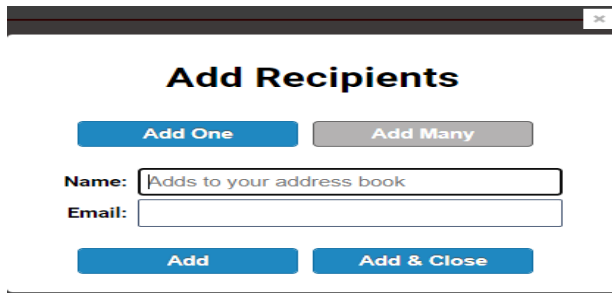
Your email address: (required)

I now need to send you a confirmation email.
When you get it in a minute or two, click on the link in it.

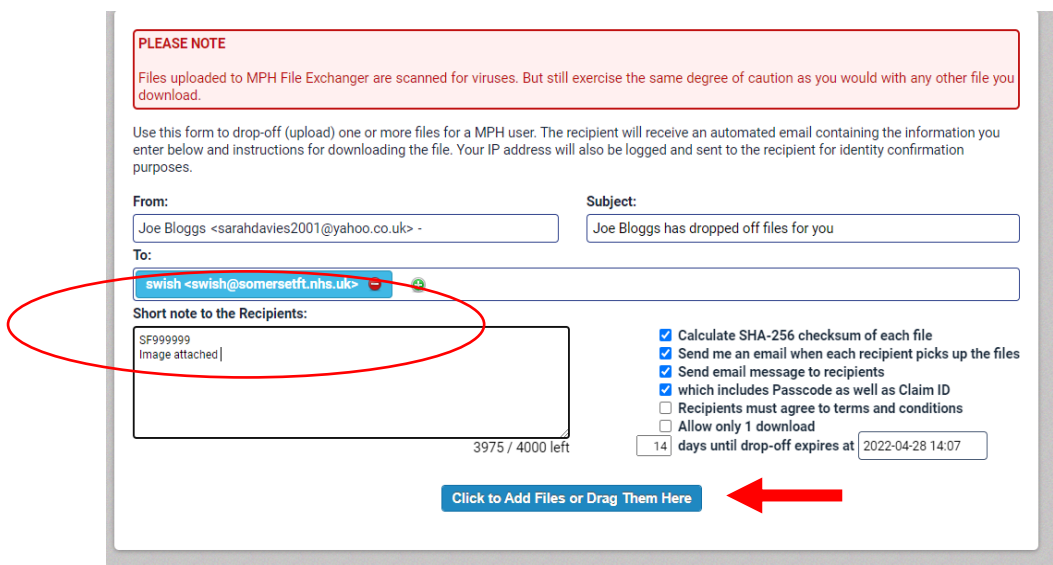
Send confirmation

- 4- Go to your email inbox and open email titled [MPH File Exchanger] You are trying to drop off some files and click on the link included within the email. If you can't find the link please check your spam/junk folder.

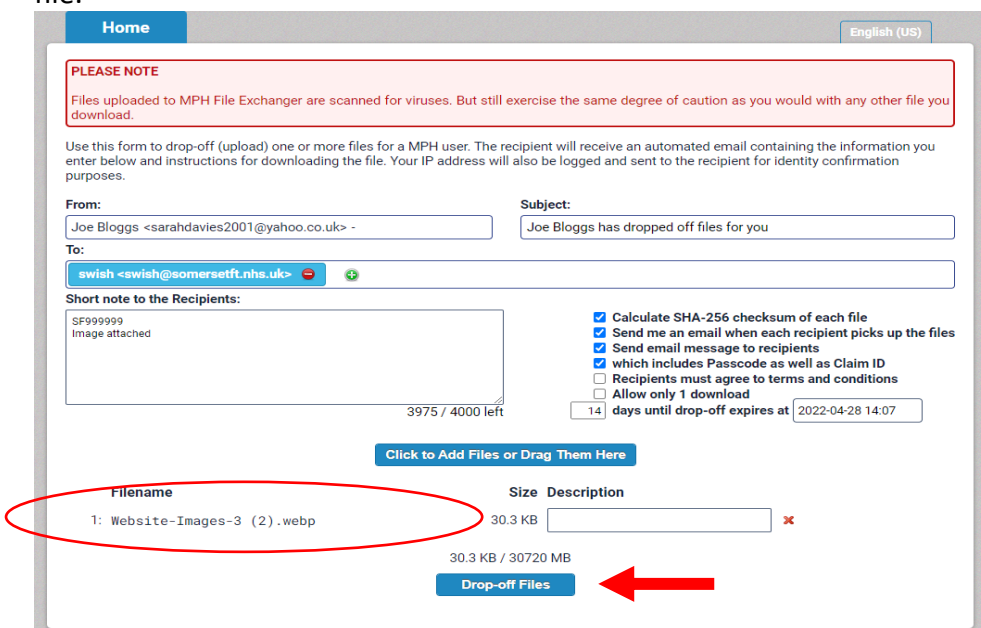
5. add the following details then click add and close: **Name: Swish**
Email: Swish@somersetft.nhs.uk



6. Please add your patient number and/or date of birth to share note, and Click box titled: **“Click to Add files or Drag them Here”**



7. Once you have added your image it will be listed under filename. You can add more than one image. If you have added the wrong file, click the red **x** to delete. Now press drop-off file.

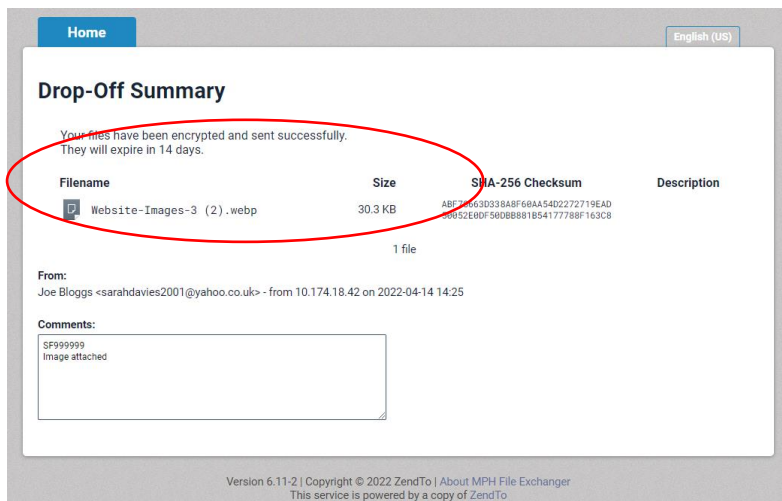


8. Please enter the Passphrase sent to you by Swish on SMS text message. Please use lowercase letters.



The screenshot shows a dialog box titled "Encryption Passphrase". It contains the following text: "This passphrase will not be sent to the recipients. You need to do this yourself." Below this, there are two input fields: "Passphrase:" and "And again:". A checkbox labeled "Hide characters" is checked. At the bottom, there is an "OK" button.

9. A Drop-off Summary will appear confirming your image has been sent.



The screenshot shows a "Drop-Off Summary" page. It contains the following text: "Your files have been encrypted and sent successfully. They will expire in 14 days." Below this, there is a table with the following columns: "Filename", "Size", "SHA-256 Checksum", and "Description". The table contains one row: "Website-Images-3 (2).webp", "30.3 KB", and a long SHA-256 checksum. Below the table, it says "1 file". There is also a "From:" field with the email address "Joe Bloggs <sarahd Davies2001@yahoo.co.uk>" and a "Comments:" field with the text "SF999999 Image attached".

10. You will receive an email when your image has been picked up by Swish team. All images are deleted from the server after 14 days.

Images are sent by encryption and can only be viewed by designated Swish staff who have access to pick up the files sent.