Name: *(your name here)*
Institute: *(Name of your institute here)*
Examination: *(mention part 1 or 2, month & year of examination here)*

Important instructions for completing and submitting CT scan/MRI Section

1. Original hard copy of CT scan/MRI (preferably DIGITAL) must be posted to College office along with logbook and CD/DVD.
2. In addition, Digital photograph (atleast 2 MP) of CT scan/MRI must also be sent on the CD/DVD. Take care to avoid distorted image because of non-perpendicular orientation of camera.
3. Use font as "Times Roman" font size 10.
4. **Your material must be typed strictly in appropriate columns as in the template provided.**
5. Each CT scan/MRI must be saved as separate document in format: "your name_CT scan/MRI_CT scan/MRI number" eg. First CT scan/MRI will be saved as "Hemant shah_ CT scan/MRI _1.doc" and second CT scan/MRI as "Hemant shah_ CT scan/MRI _2.doc"
6. All CT scan/MRI to be stored in CT scan/MRI folder on CD. All photograpgh images must also be saved in same folder with name of image correctly written in the row provided. Preferable give same name.
7. Structure of Folders on CD/DVD (clearly write your name, institure and examination, year appearing with CD writer pen)
   CD: Logbook of Hemant Shah Part 1 Feb 2012
      a. **ECG folder**
      b. **ABG Folder**
      c. **Xray Folder**
      d. **CT folder**
         - Hemant shah_CT scan/MRI_1.doc
         - Hemant shah_CT scan/MRI_1.jpg
         - Hemant shah_ CT scan/MRI _2.doc
         - Hemant shah_CT scan/MRI_2. jpg
         - Hemant shah_ CT scan/MRI _9.doc
         - Hemant shah_CT scan/MRI_9. jpg
         - Hemant shah_ CT scan/MRI _10.doc
         - Hemant shah_CT scan/MRI_10. jpg
      e. **Hematology Folder**
      f. **Biochemistry Folder**

8. Print out of each document must be submitted in Hard Copy of Logbook with each CT scan/MRI starting on new page.