reveal®

CLEAR ALIGNERS

HENRY SCHEIN®
DENTAL WAREHOUSE

Rely on Us™
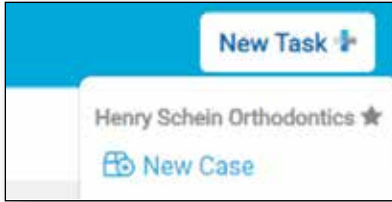
How To Guide
Submit a Reveal Aligner Case

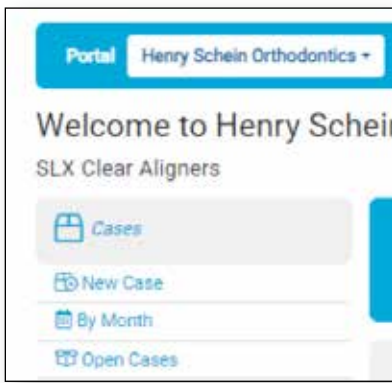TOLLFREE 0800 111 796   www.henryschein.co.za   reveal@henryschein.co.za

Step 1 If you have just logged in and are in the DDX Portal, select "New Task" & Choose your Aligner lab.

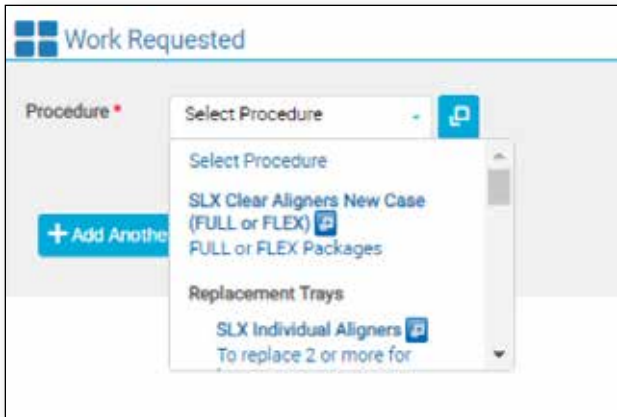New Task

Henry Schein Orthodontics ★

New Case

Step 2 If you are on your Aligner Lab Partner Page Select "New Case".

Portal   Henry Schein Orthodontics ▾

Welcome to Henry Schein

SLX Clear Aligners

Cases

New Case

By Month

Open Cases

Step 3 Enter your patient's information.

Portal   Henry Schein Orthodontics ▾   Cases ▾   Finances

Schedule a New Case

Patient Details

Provider *	HSO Test Practice		Gender	
First Name			Patient Chart *	
Last Name *			Birth Date	

Step 4   Under Work Requested, select the aligner procedure you are looking to order (aligners, refinements or replacements).

Step 5   Complete the Work Requested Rx.

    a. This section is for the dentist to communicate the final treatment goals, not diagnose the current occlusion. This section is your first opportunity for dentist directed treatment planning

    b. This simple one-page form facilitates the communication of the dentist's treatment goals to the lab

    c. Our technicians value you taking the time to provide direction upfront. This helps them provide treatment plans that respond to your goals, resulting in fewer dentist and technician modifications

    d. All of the items marked with a red asterisk are requested in order to be able to submit the case

Step 6   Next to each item on the form, you will find a heart icon that allows you to choose Treatment Rx Favourites as default for all future cases.

    a. When a default is saved, the heart turns blue

    b. A new choice can be selected at any time for an individual case, or a new favourite can be chosen

Step 7. The most common Rx choices have an automatic default for quick and easy submission. To alter these selections, simply select another option from the drop-down menu.

Step 8 First take a look at the Package Components and review the choices and make any changes as needed:

a. Impression Type: Reveal accepts digital impressions from all modern intraoral scanners, or will accept and digitise traditional PVS impressions in the U.S. and select global markets. The default is set to digital but if you will be sending PVS impressions please indicate and save this as a favourite so that you will be provided a shipping label

b. Treatment Steps: Unlike competitive aligners, you don't need to pre-choose a package type. We will make a recommendation on the number of steps required to achieve the treatment plan you prescribe. If you would like to pre-choose an aligner package, we will optimise as far as possible to achieve your treatment plan

Step 9 Next review the ARCHFORM DESIGN section:

a. Midline: Tell us what your treatment plan is for this patient. Reveal defaults to Optimize

b. Archform Width: Reveal can always propose an optimised treatment setup, but if you share your specific preference for each patient, the treatment proposal will be more accurate

Step 10 **For A-P & SAGITTAL RELATIONSHIP please review:**

a. Right Canine, Left Canine, Right Molar, Left Molar: Reveal defaults to maintain. Some bite correction is possible however this type of treatment is more advanced, and should be considered carefully if you should keep treatment in-practice, or refer to a specialist

b. Overjet/Underbite: Reveal's default is to Optimize, but if you have a specific amount of overjet, please choose between 1 – 4 millimeters

c. Overbite: Reveal's default is to Optimize, but if you have a specific amount of overbite, please choose between 1 – 4 millimeters

d. Crossbite: Reveal's default to treating Optimize, but if you would like to leave the bite alone, please let us know
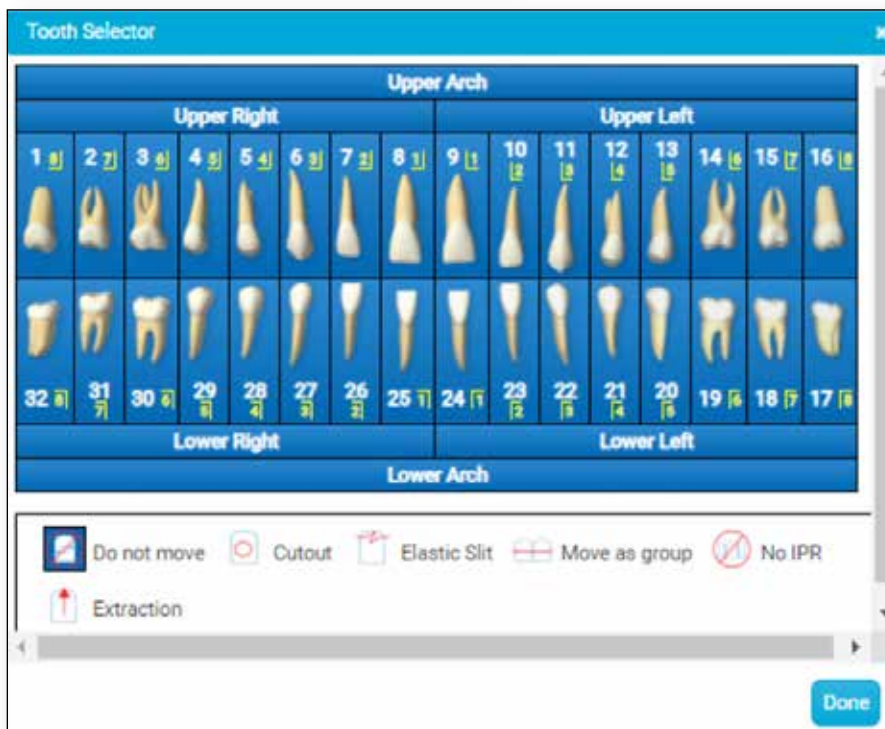
Step 11 **For TREATMENT TECHNIQUE please review:**

a. Tooth Spacing & Crowding Resolution: There are a few typical methods of resolving crowding or extra spacing. You may choose a method or let our lab make a suggestion
   1. Expansion
   2. IPR
   3. Proinclination
   4. Leave Space Distal to Laterals

b. IPR Prescription: Reveal needs your permission to plan for IPR. Initial Treatment Setup includes total IPR for your approval. We default to initiating the IPR when feasible contact points become available. If you have scheduling preferences, please write a note

c. IPR Amount: If IPR is okay to recommend, Reveal's Design Studio will never recommend more than .5 mm per contact. If you prefer to limit to .2 or .3 mm per contact, please use the drop-down menu to specify

d. Extrusion Preference: Elastic Button Technique (EBT), also called Boot Strap or Sling Shot, is a popular way to efficiently and predictably extrude a tooth. EBT allows you to target a specific time frame to extrude, and avoid long-term attachment use

e. To extrude, a clear button is bonded to the facial surface (near the gingiva) of the tooth you want to extrude. An elastic is worn from the button to either a button on the lingual of the same tooth, to a lingual slit cut into the aligner, or to a button bonded to the opposing arch

Step 12 **For STAGING INSTRUCTIONS please review:**

a. Movement Velocity: Reveal's default is a 1 degree tip & torque, a 2 degrees rotation, and a .25mm linear per tray. If you would like this adjusted, please use this drop-down to indicate or write us a note

Step 13 **In the TOOTH SPECIFIC DETAILS section a tooth chart will appear when selecting any field with a tooth icon. Click the icons on the chart followed by the relevant teeth for that action.**

a. Extract Tooth: Please use this icon to tell us if you are planning or have already extracted any teeth. Extractions should take place before starting aligner therapy

b. No IPR: You only need to use this if there are a couple of specific teeth that you are worried about. If you used the IPR Prescription drop down above, then using the tooth chart is optional

Step 14 Upload your patient records.

a. Depending on your practice management software, you may be able to upload your records directly into DDX from the patient chart, or you may need to create a folder on your computer which can store your records

b. The Case Files Upload area allows you to easily drag and drop your patient records as a group

c. TIME SAVING PEARL: You have the option to individually upload each record as it is described OR upload all necessary records by selecting "all", then dragging and dropping all relevant records into the specified files section (without describing each record)

d. Photographs can be submitted as individual files or a collage

e. Here are the photo records necessary and the requirements for each of them

1. Extraoral Photos

    • Extraoral photographs should be taken both in profile and portrait

    • All extraoral photographs should be cropped to display only the face and neck

    • Here are the requirements for a good photo in-profile:

      - Teeth are in occlusion and lips are relaxed and in contact

      - The head is in a natural position, with a straight chin

      - Eyes are looking forward

      - The opposite eyelash is slightly visible

      - The approximate center of the frame is 1 centimeter in front of the center of the ear

    • For a good photo in portrait, make sure that:

      - The patient's eyes are open and looking into the camera

      - They are not wearing any jewelry, eyewear, or accessories that cover the neck

      - The ears should be visible

      - The interpupillary line is horizontal to the frame

      - The tip of the nose is in the center of the frame

      - Repeat the portrait photo, instructing the patient to smile in a natural way.

2. Intraoral Photos

    • Intraoral photographs should be taken of the patient's bite, teeth in an anterior and posterior position, and of the palate

Step 14 Upload your patient records (continued).

3. Bite Photos

- For a good photo of the bite, ensure that:

- The occlusal plane is horizontal and bisects the photograph.

- There is an equal display of posterior dentition

- The teeth are in occlusion

4. Anterior & Posterior dentition

- Photos must show all of the teeth and the gingival margin. The occlusal plane should be parallel to the frame.

5. Palate

- A good photo of the palate:

- Displays the mid-palate,

- Frames the entire arch with minimal soft tissue interference.

- Captures all the molars

f. Upload your patient photos and panorex, if available. Ignore the request for the STL file types if you are sending PVS Impression

g. Press "Control A" to select all the files in your folder. Then drag and drop them into the "Specified Files" section. As you hover over the "Specified Files" section, a blue box will appear instructing you to drop the files. Once you drop the files, a window will appear which will show you the progress of each upload

h. If you choose to quickly upload all the necessary records at once, they will be placed into a bucket of records in the "Case Files" section below the "Specified Records" section

i. It is not necessary to add a name for each file, but if you choose to individually specify each record, as you do so, they will be migrated into the "Specified Records" section

j. NOTE: Do not close the upload box until all the files are at 100%

k. STL file export instructions for some scanners are available upon request

l. Direct connection instructions with Planmeca and 3Shape scanners are available

Step 15 **Enter any specific treatment instructions or preferences in our "Notes" section.**

 a. Our technicians will read and follow your treatment instructions within the notes section. We rely on your directions. Please take time to describe your treatment goals and how you want movements to occur

 b. You can save note templates for future use. Once entered simply click this icon and follow prompts to save the note

Step 16 **Enter a promo coupon code if available.**

Step 17 **Please review and accept the Terms and Conditions for each case submission.**

Step 18 **Submit or Save a Draft.**

  a. Draft cases can be reviewed at a later date or more records can be uploaded when available. Draft Cases are located on the main portal menu. Cases in draft form have not been submitted to the aligner laboratory to begin work and customer care and lab technicians cannot see your drafts

  b. NOTE: The case does not auto save!

Step 19 **Once the case is submitted you will receive your initial treatment proposal within five business days. When your treatment plan proposal is ready, you will receive an email notification and the case will be available under "Review" on the main DDX Portal page.**

Step 20 **The case will now be confirmed and a 'Print UPS label' option will become available.**

  a. You might be asked to indicate the size of the box you will be using before you can download the label

Step 21 **To print the case form, click on 'Print' and select 'Save as PDF'.**

  a. This can be printed at the same time as the UPS label, after submitting the case

Step 22 **Prepare the package for shipping.**

  a. PVS impressions must be carefully packed to prevent damage during shipping

  b. Before you send a patient's impressions to the lab, verify that they are accurate and ensure they have been disinfected

  c. Only send one patient's impressions in each box to avoid confusion with tracking

  d. Place the impressions in a sealed bag, with the patient and dentist's names written on it

  e. Completely surround the bag with packing material, filling all voids in the box, to make sure it can't move during transportation

  f. Include the case form

  g. Tape the UPS shipping label to the outside of the box

Step 23 Once the parcel is ready to be sent, contact your local UPS office to arrange a pick-up or drop the package off at your local UPS drop-off point.

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