



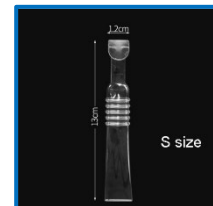
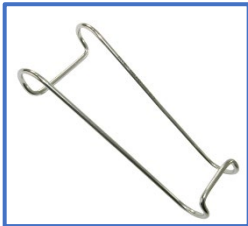
Documentation Guide Orthopedic & Orthodontic Treatment Records

This document provides an overview of Smile Train Express (STX) documentation requirements, as well as guidance on best practices for patient data collection (i.e., photos, videos) for all partners receiving orthodontic funding.

Setup

Establish a standard place to take the photo:

1. Wall that is painted a solid darker color (blue works well) or can hang a colored poster or cloth
2. Camera with flash (light)
3. Can use a standard camera or smartphone
4. Make sure the flash on the camera is strong - if it isn't then consider adding additional light
5. Cheek Retractors:
 - Stainless Steel or plastic
 - Have available clean and sterilized sets of each size



6. Oral Photo Mirrors

- Double-sided
- Necessary for maxillary and palate arch photos
- Recommended to have different sizes available
- Have available clean and sterilized sets of each size



- FOR PRE SURGICAL INFANT ORTHOPEDICS: Recommended to have measuring tape available to demonstrate in photos the size of the cleft before/after treatment.

- FOR MIXED/PERMAMENT DENTITION: Access to taking a Cephalometric Radiograph, Panoramic Radiograph and a Cleft-Site Occlusal or Periapical Radiograph

PRE-SURGICAL INFANT ORTHOPEDICS

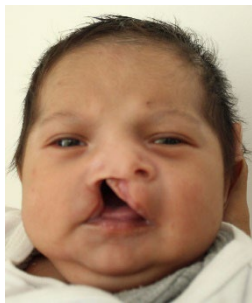
- The goal is to have the baby's entire head and neck for the frontal photo, included with a uniform amount of background
- The baby will need to be held closely by the caretaker for each photo, can be wrapped with a blanket to hold hands and for major control
- A best practice is to allow the baby to eat and fall asleep before photos are taken

Note: Do not resize or alter photos before uploading to STX

PRE-TREATMENT

EXTRAORAL PHOTOS

FRONTAL



RIGHT PROFILE



LEFT PROFILE



BASAL

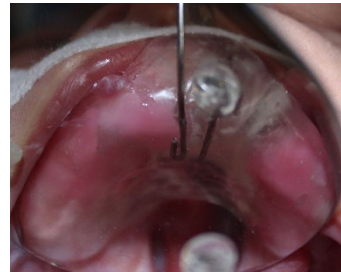


INTRAORAL PHOTOS

MAXILLARY ARCH



MAXILLARY ARCH WITH THE APPLIANCE



FRONTAL WITH APPLIANCE



POST TREATMENT EXTRAORAL PHOTOS

FRONTAL



RIGHT PROFILE



LEFT PROFILE



BASAL



INTRAORAL PHOTOS

MAXILLARY ARCH



- **MIXED & PERMANENT DENTITION ORTHODONTICS** (Same set of photos for pre and post treatment.)
- The goal is to have a patient's entire head, neck and

shoulders included with a uniform amount of background

Directions: Patient seated, back straight

Frontal and Laterals: Patient's head positioned so the line between the lower orbital ridge and the external auditory meatus (Frankfort Horizontal) is parallel to the floor

Smiling: Patient should smile and bite down uniformly, should show as much of the teeth as possible

Basal: Patient's head positioned as far back as possible, so he/she is looking at the ceiling

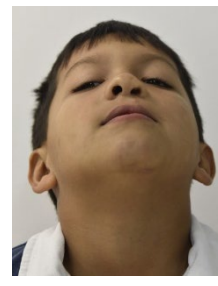
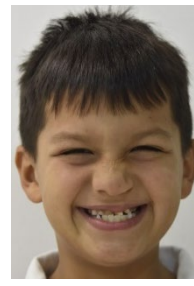
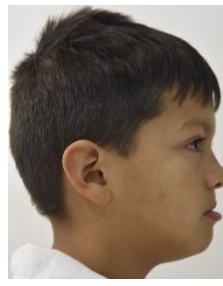
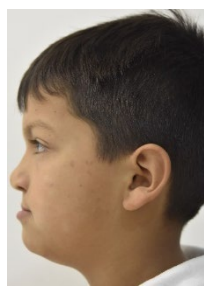
FRONTAL

LATERAL LEFT

LATERAL RIGHT

SMILING

BASAL



INTRAORAL PHOTOS

- The goal is to show clearly the patient's entire mouth, including position of all teeth

Directions: Patient seated, back straight

Frontal and Laterals: Patient's lips pulled back using cheek retractors, teeth together, in normal bite position, frontal view centered on front teeth and left/right laterals move to each side

FRONTAL



RIGHT OCCLUSION



LEFT OCCLUSION



Maxillary and Mandibular Arch: Patient's lips pulled back using cheek retractors, mouth open as wide as possible for placement of mirror

INTRAORAL- MAXILLARY ARCH



INTRAORAL- MANDIBULAR ARCH



X-RAYS PHOTOS

Upload completed x-rays: Do not alter, simply upload directly

CEPHALOMETRIC



PANORAMIC



OCCLUSAL

