

# **Traditional Case (Stone Model/Imp.) Submission Check-List**

This check-list can be used to ensure that your cases arrive to our lab complete, accurate and are able to proceed to fabrication as quickly as possible!

## **Impression or Stone Model**

- Impressions or stone models have been taken and reviewed for obvious distortions.

## **Prepare Items**

### ---Impression---

- Disinfect impression and all other items being sent to lab.
- If using standard alginate material, wrap in wet paper towels & place each in a sealable plastic bag & add 2 tablespoons of water to each bag. If using Aligmax or Kromopan material, place in a sealable plastic bag.
- Using a sharpie identify the patient and doctor name on the outside of the plastic bag.

### ---Stone Model---

- Disinfect model and all other items being sent to the lab.
- Using a permanent marker, identify the patient and doctor name on the bottom of the model.
- Using one piece of bubble wrap per model (do not package models in occlusion within bubble wrap), wrap each model making sure that all surfaces of the model are protected by bubble wrap. Secure bubble wrap around each model with a rubber band.
  - ☆ See Products & Supplies section to request packaging materials such as bubble wrap, boxes, etc

### ----Additional Items----

- If sending additional items such as brackets, bands, wax bites, etc to be used during fabrication, make sure to secure the items in a plastic bag with the doctor and patient name on the bag.

## **Prescription Sheet**

- Prescription sheet has been completed. Make sure to provide all pertinent information AND that patient name on rx matches that on the bottom of the model.
  - ☆ See instructional prescription sheets for highly important info that must be provided on rx's.
- Fold the prescription sheet and include it in the box. DO NOT put rx in bags with impressions.

## **Packaging**

- Place folded rx, bagged impressions, bubble wrapped models, and securely bundled additional items in a box and seal with packing tape.
- Affix a pre-paid mailing label to the box so it does not come off in transit.