

Digital Case 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!

IntraOral Scan

- Scan has been completed & reviewed for anatomical accuracy & completion based on the specific appliance being requested.
- Scan is either sent directly through your scanner to Specialty Appliances OR has been exported as an STL file to your computer.
 - ☆ See scanner section for scanner specific information on this step.

Digital prescription Sheet

- Digital rx has been completed and saved to your computer making sure all pertinent info is provided.
 - ☆ See Rx Sheets section of our website for a list of digital prescription sheets and information that must be provided on each rx!
- Re-open rx after completing it to confirm all info was successfully saved!

Submission via Online Portal

- Complete the required fields on our online submission page. Make sure that you've provided the email address that you'd like a confirmation email to be sent to!
- Locate and select the correct patient's digital rx sheet that you've saved to your computer.
- If you exported your patient's scans to your computer (rather than sending directly through your scanner), also locate and select the correct patients' intraoral STL scan files.

Post-Submission

- Monitor the email address provided during the submission process for a confirmation email. Once you've received the confirmation email, you're done! If you don't receive a confirmation email within 24 hours of submitting, please contact our customer service department.

Sending Physical Items? (bands, brackets, wax bites, etc)

- Package any and all physical items securely. Often times a zip-lock bag is sufficient. If sending brackets, please place brackets securely on a bracket card and in a zip-lock bag.
- Print a physical version of the prescription sheet that you've digitally submitted.
- IMPORTANT:** Make sure to include a note on the digital rx that you will be sending physical brackets, bands, wax bite, etc via the mail so we know to be expecting these items! If this was not done prior to submission, please contact our customer service to advise!