

How to Complete an Electronic Prescription Sheet

1. Open your web browser and go to www.specialtyappliances.com to download the Rx Sheet specific to the appliance you would like fabricated.

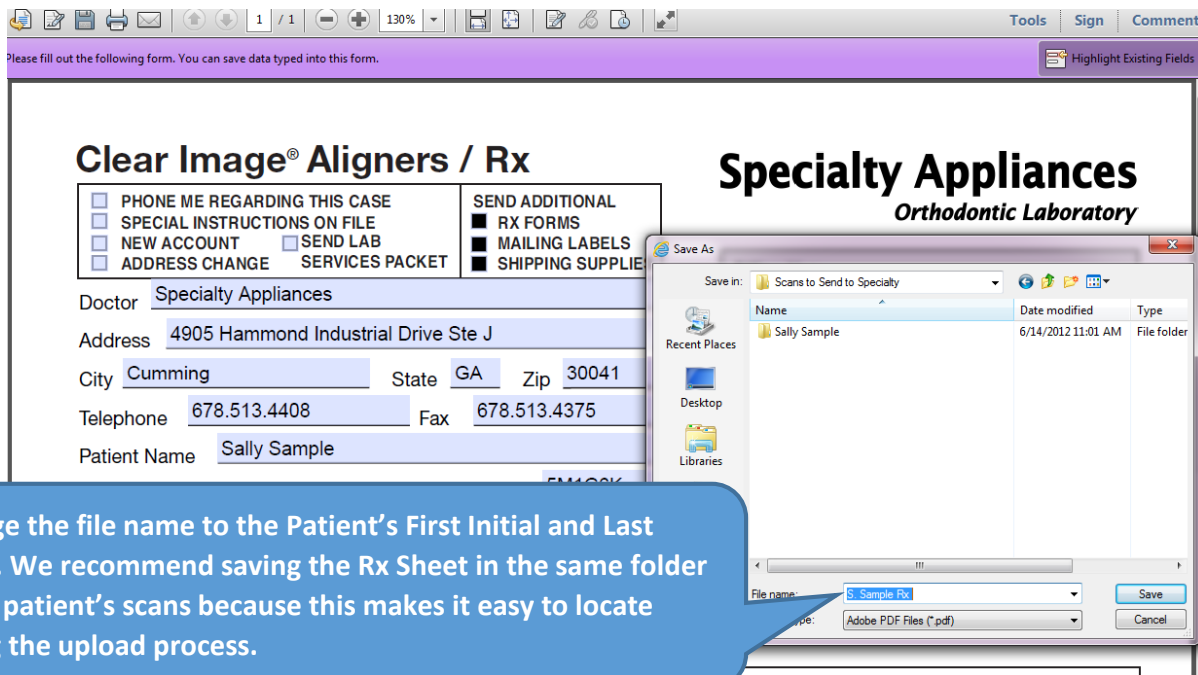


Because some web browsers, like Google Chrome, may not save data you enter into an online form be sure to **Save** the file **BEFORE** you start to fill out any information.

2. Once you have saved the file on your computer, open it and fill out your Office Information, and then select **File** then **Save**. Name the document according to the Rx Type and save it to a folder on your desktop for future use.

You can use the **File** and **Save** step for every Rx type so that you have your Office Information filled out on every Rx Sheet you use. Once you save this, you will not need to download it from the website again.

3. When you are ready to submit a case, open the appropriate Rx Sheet and finish filling it out with the Patient Name, Due Date and Appliance specifications then click **File** and **Save As**.



Please fill out the following form. You can save data typed into this form.

Clear Image® Aligners / Rx

PHONE ME REGARDING THIS CASE
 SPECIAL INSTRUCTIONS ON FILE
 NEW ACCOUNT
 ADDRESS CHANGE

SEND LAB
 SERVICES PACKET

SEND ADDITIONAL
 RX FORMS
 MAILING LABELS
 SHIPPING SUPPLIE

Doctor
 Address
 City State Zip
 Telephone Fax
 Patient Name

Save As

Save in: Scans to Send to Specialty

Name	Date modified	Type
Sally Sample	6/14/2012 11:01 AM	File folder

File name: Save

Type: Adobe PDF Files (*.pdf) Cancel

Change the file name to the Patient's First Initial and Last Name. We recommend saving the Rx Sheet in the same folder as the patient's scans because this makes it easy to locate during the upload process.