

KEY DENTAL

AESTHETICS

EST:1993 DENVER, NC

CLEAR ALIGNERS ACCOUNT SET-UP AND CASE SUBMISSION

– Go to: www.keydentalinc.ghortho.com

– Create new account with username and password

– Create an Office: Profile (3 dots right of picture) -> General -> Offices -> New office (ignore business hours but fill in the rest). You will not be able to create a patient until an office is created. If multiple doctors: You can add a member or create a separate account.

– Submit a Case through the Arcad SmileStudio: Patient Tab -> New Patient

1. Patient Information

- Enter all applicable information.
- Reference Number: Use this field to enter any information necessary for your internal record keeping purposes.

2. Patient's Images

- If available, upload front, right, left & occlusal intraoral photos.

3. Create Order

- Select OrderType: Clear Aligner
- Treatment: XPress (up to 12 aligners), Limited (up to 24 aligners), or Unlimited (25+ aligners)
- Arches
- Incisors
- Posterior
- Crowding
- Class Desired
- Impressions: Select digital, unless you are mailing physical impressions.
- CBCT Upload
- Attachments: No selection necessary. Ideal attachment placement will be determined by the treatment design.
- IPR (Interproximal Reduction) Instructions: IPR as per software automation.
- RX
- Additional Instructions

4. Submit Case

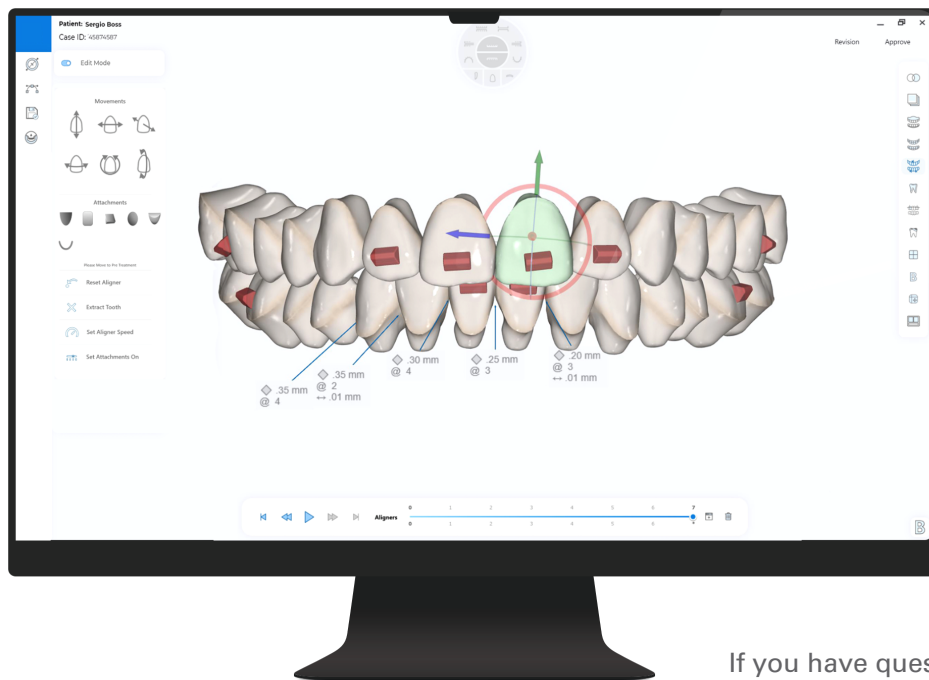
SEE OTHER SIDE FOR ADDITIONAL INSTRUCTIONS



- Treatment plan will be developed 3-4 business days from receipt of scan.
 - You will receive an email from ortho@keydentalnc.com for design approval. You will then log in to the account you created at www.keydentalnc.com/ghortho/ to review design and approve treatment plan.
- ***You will have 2 weeks to approve your design. If not approved within 2 weeks, the \$289 design fee will be invoiced to your account. If the treatment plan has not been approved within 3 months, a new submission will be required to fabricate aligner.
- After logging into Arcad SmileStudio, select the 3D icon to view the different stages of the treatment plan reflected on the model. This model can be sent through email or text to you or your patient. Click "Approve" in the top right corner and your treatment plan will move into production.
 - If you have minor changes, you can make them in the SmileStudio or choose the "Revision" button in the top right corner. A chat box will pop up for you to request your change. You will receive another notification within 24 hours to approve the new design.
 - Complete treatment plan will be developed 6 business days from date of approval.

If midtreatment revisions are needed, your account will be charged \$199 for the first revision and \$179 for any subsequent revisions. A separate order must be submitted under New Order -> Refinement to proceed with the revision.

If not submitting through Arcad Smile Studio, ship physical impressions to Key Dental Aesthetics OR send STL files to info@keydentalnc.com. You will receive a confirmation email when case is received. The treatment plan will be developed 6-8 business days from receipt of physical impressions.



If you have questions contact Trevor Gottfredson at 704.489.9978 or trevor@keydentalnc.com

