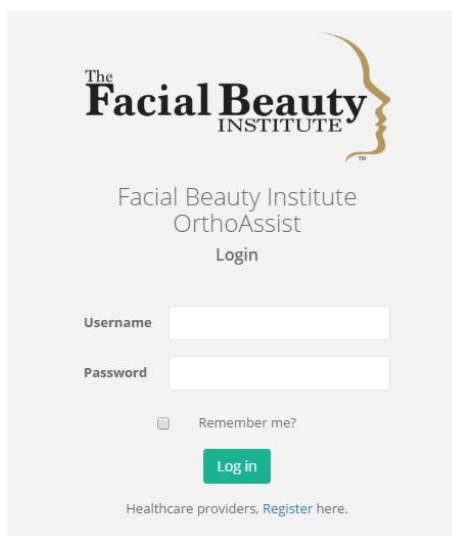


Getting Started with OrthoMatrix Total Diagnostics and Treatment Design

In order to use the *OrthoMatrix Total Diagnostics and Treatment Design* you will be asked to go to the case management portal: <https://orthoassist.facialbeautyinstitute.org>

If you do not have an account, please click on the Register link below the login button.



The screenshot shows the login page for The Facial Beauty Institute. At the top is the logo, which includes the text 'The Facial Beauty INSTITUTE' and a stylized profile of a face. Below the logo, the text reads 'Facial Beauty Institute OrthoAssist' and 'Login'. There are two input fields: 'Username' and 'Password'. Below these fields is a checkbox labeled 'Remember me?'. A green 'Log in' button is positioned below the checkbox. At the bottom of the form, there is a link that says 'Healthcare providers, Register here.'

After you click on the Register link, you will be prompted to supply details for your portal login.

- Username
- Email address
- Password

Your password must contain upper and lower case letters, and numbers.

After you have successfully created your login account, you will be asked to enter your provider information. You will be asked to provide the following information.

- State License
- First and Last Name
- Middle Name of Initial
- Gender
- Degree
- Contact Name
- Email Address

- Office and Mobile phone numbers
- Dental Practice Name
- Address 1 and Address 2
- City
- State or Province
- Country

All fields, except, Middle Name or Initial and Address 2, are required.

After you have completed the required information, Click the Save button located at the top right of the screen.

Your provider information will be saved, and you will be directed to the provider Account Information screen. Here will be able to review and edit changes to your account information, add and management payment credit or debit cards, and change your password.

The screenshot displays a user interface for account management. At the top, there is a navigation bar with a home icon, the text "Welcome to Facial Beauty Institute Orthoassist", the user name "Hello Trudy!", and a "Log off" link. Below this is the "Account Information" section, which includes a breadcrumb "Home > Provider".

The main content area is divided into three panels:

- Account Information:** Displays the user's name "Trudy McGillicuddy" and their "State License No. 123ABC". Below this, there are fields for "Address: 123 Happy St", "City: Maple Dr", "State/Province: CA", and "Zip/Postal Code: 90123". Contact information includes "Office Phone: 000 123-4567", "Cell Phone: 000 234-5678", and "Email: trudy@mcgillicuddy.com". An "Edit" button is located at the bottom of this panel.
- Change Password:** Displays the user's name "Trudy McGillicuddy" and three input fields: "Current Password", "New Password", and "Password Confirm". A "Change Password" button is at the bottom.
- Debit/Credit Card:** Displays the text "Add credit or debit card" and an "Add Card" button.

You will be required to provide payment information before completing treatment plans and diagnostic cases. Click on the Add Card button to enter a card.

Add a Credit or Debit Card ✕

CARD TYPE

CARD NUMBER

EXP MONTH **EXP YEAR** **CVC CODE**

NAME ON CARD

Address

City **State** **Zipcode**

Country

Make this card the default payment card.

You will be prompted to enter your credit or debit card information. Click the Save button to save your credit card. This will place a \$1 authorization hold on your card to verify that it is valid. This will expire in a couple of days. This authorized amount will not be deducted from your account.

Your card will be saved in a secure PCI level-1 compliant facility. Only your card number and card billing will be saved. The card CVV code will be discarded after verifying the card.

Charges from the **OrthoMatrix Total Diagnostics and Treatment Design** portal will appear as FACIALBEAUTYINST on your monthly charge statements.

If you should ever receive a call from your bank or card provider institution inquiring about charges from the portal, these charges may appear as from either Stripe, or Online payment at Stripe.com. If you should ever have any question about charges to your card that are not clearly identified as FACIALBEAUTYINST that you feel may be a charge for treatment plans or diagnostic services, please contact the Facial Beauty Institute support, support@facialbeautyinstitute.com, for assistance.

OrthoMatrix Total Diagnostics and Treatment Design

To create a new Total Diagnostics and Treatment Design case, click on New Case under Diagnostics in the left navigation menu.

The screenshot shows the 'Create Case' form in the OrthoMatrix Total Diagnostics and Treatment Design application. The form is titled 'Create Case' and is located under 'Cases / New Case'. It contains several input fields and radio button options for patient information.

Form Fields:

- Patient name or identifier:** Text input field with placeholder 'patient name'.
- Chief complaint:** Text input field with placeholder 'chief complaint'.
- Dentition:** Dropdown menu with 'Deciduous' selected.
- Birth Date:** Date input field with a calendar icon.
- Age:** Text input field with placeholder 'age'.
- Missing Teeth:** Text input field with placeholder 'Specify missing teeth'.
- Ethnic Group:** Radio button options for 'Caucasian', 'Hispanic', 'Asian', 'Black', and 'Other'. A text input field for 'other ethnic group' is also present.
- Sex:** Radio button options for 'Male' and 'Female'.
- Treatment Plan Date:** Date input field with a calendar icon.
- Scan Date:** Date input field with a calendar icon.
- Impacted Teeth:** Text input field with placeholder 'Specify impacted teeth'.

A green 'Save' button is located in the top right corner of the form.

All information fields are required. When you enter a birth date, the age will be automatically calculated for you. Scan date is the creation date of any images, 3D DICOM, or 2D Panorex or OPG files you attach to your case. Treatment plan date is any date you choose as a point of reference for the case timeframe.

Click the Save button at the top to save your case information and proceed to the next screen that will prompt you for specific case details through a series of radio button selections. Responses to all selections are required. Each radio button selection will have an option for Unknown which you can select when you don't know what the correct response is. After you have completed all the radio button options under Case Detail, click the green Save button at the bottom.

After successfully saving your new case, you will be directed to a Treatment Plan screen in which you will provide specific case details in a series of radio button options. A response is required for each of the 27 options. Each radio button group has an Unknown option for case details which you do not know yet, or which will be determined during the Total Diagnostics and Treatment Design process.

Click the green Save button below the case detail option selections. After your selections are saved to the server, a blue Upload Files button will appear in place of the green Save button. Click this to the file upload view.

File upload

Diagnostics / File Upload

Case File Upload - Curley Legrew

Age: 34
 Birthdate: 7/18/1982
 Dentition: Permanent

Chief Complaint: crooked teeth
 Ethnic Group: Caucasian
 Sex: M

File Uploads

File Name	Size	Type
Return to case edit		

File Upload

Click, or drop files, here to upload

Drag files from a Windows Explorer window, or click in the file upload area to open a file dialog to navigate to the case files you wish to upload.

File Upload Types

Identify the type of each file you are uploading.

Identify the type of each file you are uploading by selecting an item from the dropdown list. If no list item matches the uploaded file type, enter your own description in the textbox.

jellyfish.jpg 3D Dicom *.dcm file description

Cancel Upload

File Upload

Upload

0.7 MB

The files you select will be queued for upload and will appear as thumbnails in the file upload area. When you click the green Upload button above the file upload area, you will be prompted to identify the type of each file you are uploading, and optionally enter a brief description. Click the green Upload button in the File Upload Types window to begin the

actual upload. The amount of upload time will depend on the size of your files and the speed of your internet connection.

The type of files you can upload to your case can be any typical image format such as jpeg, gif, or png. To decrease file upload times and minimize storage requirements, we recommend that you avoid uploading uncompressed file formats such as tiff and bmp. Other typical upload file formats are 3D DICOM and 2D Panorex or OrthoPantomograph (OPG). The approximate maximum upload file size the server will accept is 500MB.

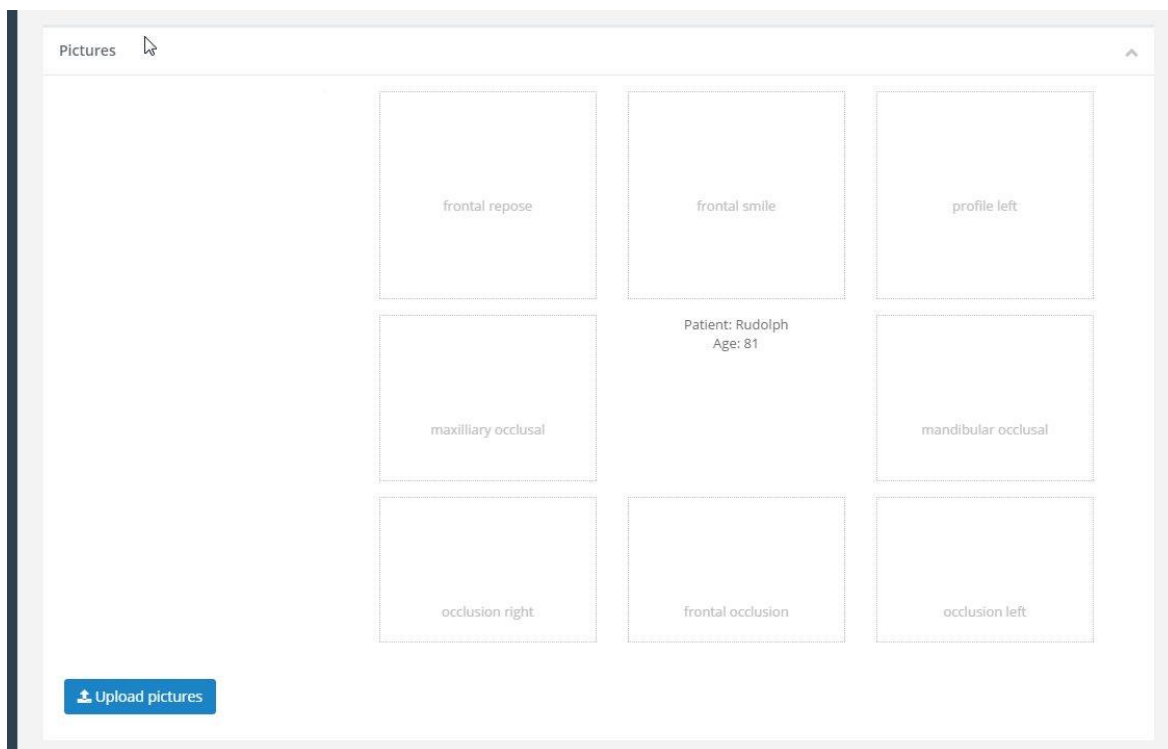
Where to locate 3D DICOM files on your server can vary depending on 3D equipment and imaging software vendors. Typically, DICOM images are stored in some folder as a series of hundreds of small, separate files, which are typically about 250 kilobytes in size. Once you have located this folder, you must zip it to be able to upload them altogether to the server together as one zipped archive.

The easiest way to zip files or folders on a Windows computer is to either right-click on a folder, or on a collection of selected files and choose Send to compressed folder on the context menu. This will create a new zip file that contains all the selected files or folders. The new file will be named by the first file or folder in your selection. After the zip file is created, you may rename it with a filename that contains the patient name or identifier.

If you have any difficulty or need assistance locating DICOM files, please contact Facial Beauty support, support@facialbeautyinstitute.org. Please include with your request, any information you have about your equipment, such as manufacturer and model or series information, and name and version of your imaging software. Please contact support with your questions or need of assistance with any features of OrthoMatrix Total Diagnostics and Treatment Design.

Patient Pictures

You then must upload patient pictures and create formally arranged picture sets in this view. Click the blue Upload Pictures button to open the picture file upload area. You will see a box with a dashed outline. You can either drag pictures from from a file explorer window into this area, or click on the upload area open a file dialog box to locate the pictures you wish to upload.



When you click on the Upload pictures button, The upload area will appear.



After you select your pictures, they will be queue for upload. Click the red button below each picture to remove any picture from the upload queue. Click the green Upload button above to start uploading pictures to the server. A status bar will appear over each picture to indicate the upload progress of each picture.

Submitting Completed Cases

There are four requirements that must be completed in order to submit your completed case to OrthoMatrix Total Diagnostics.

1. General case information – patient identifier, age, chief complaint, and so on. All fields are required information, except that if you specify a specific age, you do not have to specify the birthdate. If you select Other as Ethnic Group, the other ethnic group textbox becomes enabled, and is required.
2. Case survey – these are the radio buttons that specify case details such as Mx Position and Dental Class. Each of these options must be completed. Each option has a final choice of Unknown, which you can use when you do not know which of the other options applies to your case. These will be specified later as part of the completed case work.
3. File uploads – relevant and application case files such as dicom, OPG, model and any other picture files
4. Patient pictures – upload eight pictures in the formal patient picture set area. If it is necessary to upload any additional patient pictures, this can be done in the general file upload area.

Carrie McGillicuddy

Age: 7	Chief Complaint: sad smile
Birthdate: 6/17/2009	Ethnic Group: Caucasian
Dentition: Mixed	Sex: F
Create Date: 2/21/2016	Submit Date:
Treatment Plan Date: 1/15/2016	Image Scan Date: 9/12/2016
Missing Teeth:	Impacted Teeth:

Comments
type your comments here...

Save

Case Status: New

Case Requirements Progress

General case information	✓
Case survey	✓
File upload	✓
Patient pictures	✓

After all case requirements are completed, click Submit Case to place your case in the work queue, and notify the Facial Beauty Institute.

Submit Case

As you complete each requirement, a green checkmark will appear beside it. After you have submitted all four requirements, the Submit Case button is enabled. By clicking on this, you are notifying OrthoMatrix Total Diagnostics that your case is ready to work on, and it will then appear in the case work queue.

You will be able to monitor status of your case by clicking on Cases under diagnostics in the left navigation menu. The Case List view contains a table that lists all your cases. The patient column contains a hyper-linked patient name. Click on the patient name to go to a detail view of that case to check on case status and any comments or questions from the reviewer who is working on your case.









Case Status: **Completed**

Case Requirements Progress

General case information ✓
Case survey ✓
File upload ✓
Patient pictures ✓

Completed Case Files

Completed Files Download

<input type="checkbox"/>	File Name	Size	Description
<input type="checkbox"/>	 Chrysanthemum.jpg	879394	nice flower
<input type="checkbox"/>	 Hydrangeas.jpg	595284	3D Dicom *.dcm
<input type="checkbox"/>	 facial assessment Emma James id(21).docx	12634	facial assessment report
<input type="checkbox"/>	 Orthodontic Consent Form-002.docx	17774	
<input type="checkbox"/>	 Orthodontic Consent Form-001.docx	18841	
<input type="checkbox"/>	 MN Osseo-restoration Appliance Instructions.docx	100205	
<input type="checkbox"/>	 MX Tongue Thrust Appliance_without lateral loops.docx	116267	
<input type="checkbox"/>	 Desert.jpg	845941	so dry

Completed cases will flow into the completed queue. When this happens, you will receive an email notification, and you can review the completed case documents and artifacts by clicking on the Completed Cases menu under Diagnostics in the left navigation menu. The completed cases view will display a table showing all completed cases. Click on the hyper-linked patient name to review the details for that case. You will find here a table that shows all the completed work output from the case such as treatment plan, diagnosis, tracings, radiologist report and appliance instructions. You can individually download each report or file in the table, or select all, or some, of the files to download as a single zip archive to your computer.