

Imaging User Guide



Publication Information

Publication date

This document was published June 11th, 2026.

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Version and Labeling

This IFU applies to all releases within Major Version 1.x.

For the Imaging Brands; Dentrrix Ascend Imaging, Dentally Vision and Dentrrix Imaging.

Minor and patch updates 1.xxx.y may introduce minor improvements or bug fixes that do not affect the safe and effective use of the device.

For the full software version in use, refer to the About dialog within the application.

Henry Schein One, LLC
2501 N Loop Drive, Suite 1700
Ames, IA 50010 United States



The CE symbol ensures that the product herein specified meets the provisions of European Council Directive 93/42EEC concerning medical devices.



Dentrrix Ascend Imaging and Dentrrix Imaging
Henry Schein One, LLC
2501 N. Loop Dr., Suite 1700
Ames, IA 20010 United States



Dentally
Henry Schein One UK Ltd
Medcare South, Balley Drive, Gillingham Business Park
Gillingham, Kent, ME8 0PZ



Dentally
Henry Schein One Australia
Unit 3/39 Railway Road, Blackburn VIC, 3130, Australia



Dentally, Henry Schein One Canada Software Ulc
10172 152a Street, 3rd floor
Surrey, BC V3R 1J7, Canada



EU REP denotes the European Authorized Representative designated in accordance with EU MDR (Regulation (EU) 2017/745)



Medical Device

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Introduction

Imaging is a 2D and 3D dental imaging software module that interacts seamlessly within Henry Schein's One Practice Management System to provide efficient and versatile image management. Imaging manages intraoral and extraoral X-rays/volumes as well as intraoral and extraoral color images produced by intraoral video and/or consumer digital cameras.

Because Imaging is a web-based imaging software application, you can use it with Windows, Mac OS, iOS (iPad), and other operating systems in a supported, HTML5-compatible Internet browser. **You can use the iPad for non-diagnostic purposes only.**

You can acquire, import, export, view, and edit 2D images and 3D volumes of dental anatomy. Imaging supports the acquisition of images from a plethora of intraoral and extraoral imaging devices, allowing you to mix and match imaging devices and brands of equipment as needed.

All images that you acquire or import are uploaded immediately to the cloud, so you can access them from multiple locations for any number of users in near real time. Imaging uses world-class storage providers, and images are automatically replicated to multiple servers for disaster recovery.

Imaging has many image processing tools (such as filters and enhancements) that you can use on images to help determine the necessary treatments for patients. Also, you can attach images that you acquire and import to dental e-claims.

Imaging is used for diagnostic purposes in the field of dentistry.

By default, Imaging utilizes lossless compression for all intraoral and extraoral x-ray images and which is 100% reversible and does not result in loss of data. Optionally, Imaging can be configured to utilize lossy JPEG compression when acquiring intraoral and extraoral images; and which is not 100% irreversible and does result in loss of data. The JPEG compression Q factor used in Imaging is Q96, which is considered near perfect quality. Imaging utilizes lossy compression (JPEG) for all intraoral and extraoral color images.

Contact Customer/Technical Support should you have any questions, difficulties using, experience any anomalies, or have comments regarding the Imaging program. See the "Customer/Technical Support" section of this user's guide for contact information.

Indications for use

Intended Use

Imaging is a web-based Dental Picture Archiving and Communications Systems (PACS), i.e. dental imaging software, that enables dental care facilities to acquire, process, edit, and enhance dental images.

Supported images include intraoral and extraoral dental X-rays/volumes and intraoral and extraoral color images produced by intraoral video or consumer digital cameras.

Imaging is used for diagnostic and non-diagnostic purposes in the field of dentistry.

Imaging is not intended for diagnostic use on a mobile display.

Intended Purpose

Imaging is a web-based Dental Picture Archiving and Communications Systems (PACS), i.e. dental imaging software, that enables dental care facilities to acquire, process, edit, and enhance dental images.

Imaging is a software medical device intended for use by licensed dental professionals, including dentists, dental specialists, and trained dental assistants, for the viewing, storage, and management of dental radiographic and photographic images acquired from compatible imaging devices and systems.

Imaging is intended for use in professional dental clinical environments, such as dental practices, group clinics, and dental imaging centers. The device does not control or drive the acquisition of images and does not alter images in a manner that affects the clinical content.

Images can be edited/enhanced (e.g. zoomed, contrast adjusted, inverted, annotated, rotated, filtered, etc...) as well as exported to standard image file formats.

Users / Patient Population / Environment

Intended Users

Licensed dental professionals and appropriately trained dental staff.

Imaging provides a web-based interface for image acquisition and management of images used for diagnostic and non-diagnostic purposes in the field of Dentistry when used by dental professionals who are trained to provide dental care.

Patient Population

The device is intended for dentists, licensed dental professionals and appropriately trained dental staff

Environment of Use

The software is intended to be used in a professional dental clinical setting

Patient Selection Criteria

No specific patient selection criteria.

Limitations of Use

- The device does not perform automated diagnostic analysis, disease detection, or treatment recommendations.
- Measurements are assistive only and do not replace clinical judgment or diagnostic imaging evaluation performed by a dental professional.
- Not intended for lay users or home use.

Medical Conditions

The device does not diagnose, monitor or treat diseases.

Basic UDI-DI

08640580003DVImagingFQ

Indications

The device has no specific indications

Contraindications

None known

Precautions

Federal law restricts this device from sale by or on the order of a dentist.

To effectively use the Imaging program, it is Strongly Recommended that all users obtain dedicated training on the use of this software prior to use on any live patients.

Read and understand the User's Guide in its entirety before using the Imaging program upon live patients.

Use of this software as a diagnostic aid must be used in combination with other diagnostic aids and clinical experience to form a diagnosis and should not be solely relied upon for diagnosis.

Distance and Angle measurements require calibration by measuring length of a known object in image.

It is the operator's (user) responsibility to properly calibrate prior to clinical measurements and to determine if the accuracy achieved is within the error range required.

Do not operate this software upon live patients if you are feeling ill, fatigued, or if you are experiencing lack of concentration.

Do not leave any computer/device which is operating Imaging unattended as this can create a security risk to patient or practice data. Always close the Imaging program when leaving a computer or device unattended.

Imaging is intended to be used in combination with other approved medical devices. To ensure Imaging is safe and does not impair the performance, the other approved medical device must be functional and working per the manufacturers IFU before using in combination with Imaging.

Cybersecurity and IT Security

Imaging is a networked software medical device that relies on secure IT infrastructure for safe operation.

Users are responsible for ensuring that the operating environment meets the cybersecurity requirements described below.

Intended IT Environment

Imaging shall be used only on supported operating systems and browsers. Operating systems must be regularly updated with manufacturer security patches and run up-to-date anti-virus/anti-malware software. Imaging must also be used within secured clinical networks is strongly recommended (firewalls, restricted access)

Data Protection and Encryption

All data communication between client browsers and Imaging servers is encrypted using HTTPS/TLS.

Users should avoid accessing Imaging over public or unsecured Wi-Fi, and shared or unmanaged devices.

Residual Risk: Use over insecure networks may increase the risk of unauthorized access despite encryption.

User Authentication and Session Security

User access is controlled through the associated Practice Management System (PMS). Users must protect login credentials and log out when leaving workstations unattended. Automatic session timeouts are implemented to reduce risk of session hijacking

Malware and Endpoint Security

Malware on client devices may compromise patient data and affect availability of Imaging. Users are responsible for maintaining anti-virus protection. Avoiding use on compromised systems

Software Updates and Patch Management

Imaging is a centrally managed cloud application. Users do not install patches, and updates are automatically deployed after verification and validation. Users should always access Imaging using supported browsers

Cybersecurity Incident Awareness and Reporting

Users should contact Customer/Technical Support if they observe:

- Suspicious access or unexpected behavior
- Inability to access data
- Suspected data integrity issues

System requirements

Browser

- Latest version of Chrome for PC and Mac
- Latest version of Chrome for iPad (only for viewing images)
- Latest version of Safari for iPad (for viewing and acquiring images)

Note: iPad can be used for acquiring images and viewing images for non-diagnostic purposes.

Operating System

- Windows 10 (64-bit) or 11
Important: Microsoft no longer supports Windows 10. Windows 11 is recommended.
- MacOS Big Sur 11 or later
- iOS 16 or later

Note: The operating system must be updated with the latest versions of any system patches and security updates.

Important: The compatibility of sensors and other acquisition devices with non-x86 architectures may be limited. We cannot guarantee that all hardware will install or function properly on systems with ARM processors.

Anti-Virus Software

- Anti-virus software patched to latest version and virus definitions

Display

- 15-inch (measured diagonally) monitor for PC and Mac
- 1024 x 768 resolution for PC, Mac, and iPad

Note: For best results, always use the native screen resolution of a monitor.

Scanners

- TWAIN drivers built on version 1.9 or later of the TWAIN standard

Notes:

- All modes (such as native and buffered) are supported.
- Single-image transfers and multiple-image transfers are supported.
- Automatic document feeders (ADF) are not supported.
- The TWAIN Direct standard (which is different from TWAIN) is not supported.

Customer/Technical Support

We have dedicated support teams here to assist you and/or point you in the right direction when you are having issues with Imaging.

Support Numbers

- **Dentrix:** 800.336.8749
- **Ascend:** 844.722.8933
- **Dentally:** +44 (0) 20 3856 5611

Printed IFU Document

If you would like a printed copy of this document, you can request one by contacting the support numbers listed above.

Other Devices/Products

Acquisition Agent

The Acquisition Agent component consists of an OS native application that contains an embedded WebSockets server and interfaces with third party imaging devices. The app communicates via secure web socket protocol to the Agent when acquiring images, models, or volumes from third party devices.

A small application that runs in the background and handles the communication between your acquisition devices and Imaging. You do not need to install the acquisition agent on computers that you will be using to only view images.

Every computer that you want to acquire images from will need to have any image-taking device drivers and any software that is required for use with that device downloaded as well. Every computer that is used for acquisition needs to have a device called the Acquisition Agent installed, as well, to take images.

Device Drivers

The drivers for the intraoral and/or extraoral acquisition devices that you want to use. For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

If you need assistance with downloading, installing or configuring the Acquisition Agent, please reach out to the **Customer/Technical Support** numbers found in this guide. If you have additional compatibility questions or need assistance with configuring your device(s), you can contact the manufacturer or Customer/Technical Support.

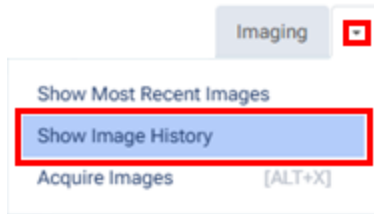
Changing Imaging settings

You can change general settings for Imaging as needed.

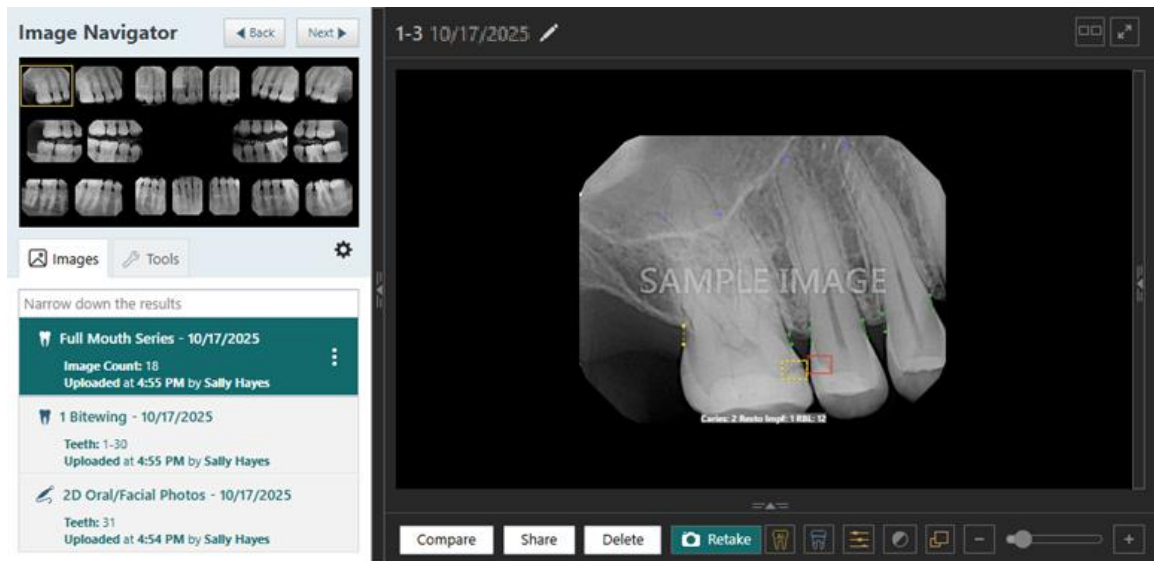
Note: Imaging remembers these user preferences for subsequent sessions.

To change settings

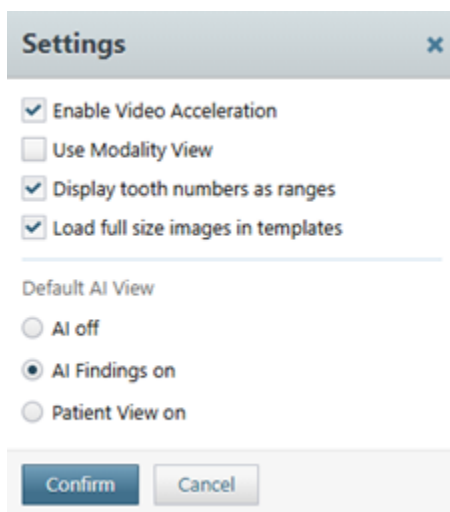
1. If a patient is not already selected, use the **Patient Search** box to access a patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



The patient's imaging page opens to the history view. The most recent image, series (such as a full mouth series or bitewings), set of photos (which was acquired using a custom imaging procedure), CAD/CAM scan, or 3D volume is selected by default on the **Images** tab.

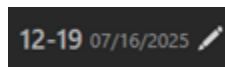


3. Next to the **Images** and **Tools** tabs on the navigation panel, click (or tap) the **Settings** button . The **Settings** dialog box appears.

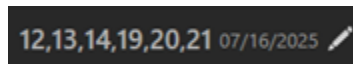


4. Set up any of the following options:

- **Enable Video Acceleration** - Determines how images are rendered.
Note: You may want to enable video acceleration for faster 2D image rendering. Video acceleration leverages WebGL (Web Graphics Library) to enhance the rendering speed of 2D images. WebGL is a JavaScript API based on OpenGL ES, which enables accelerated rendering by offloading processing tasks to the GPU (Graphics Processing Unit). While 3D images already use WebGL for rendering, this setting extends the same technology to 2D images, significantly improving performance for filters and rendering tasks. By default, 2D video acceleration is turned off to ensure compatibility with hardware that does not support WebGL. If your computer's hardware is incompatible, enabling 2D video acceleration could result in a black screen. With compatible hardware, enabling 2D video acceleration provides a smoother, faster rendering experience for 2D images.
- **Use Modality View** - Determines which imaging workflow is active: the traditional template or exam-based workflow (Exam view) or the modality or anatomical workflow (SuperFMX/Modality View).
- **Display tooth numbers as ranges** - Determines if tooth numbers are displayed as ranges or individually:
 - With the checkbox selected:



- With the checkbox clear:



- **Load full size images in templates** - Determines the size of images when you view an entire series.

Note: This checkbox must be selected if you want annotations and AI findings to be visible in the template/series view.

- **Default AI View** - Select one of the following options to set a default AI view mode per computer:
 - **AI off** - The **Show/hide Patient View** and **Show/Hide AI Findings** buttons are both inactive.
 - **AI Findings on** - The **Show/hide Patient View** button is active, and the **Show/Hide AI Findings** button is inactive.
 - **Patient View on** - (The default selection with this release) The **Show/hide Patient View** button is inactive, and the **Show/Hide AI Findings** button is active.

5. Click (or tap) **Confirm**.

Acquiring images

You can acquire images with sensors, phosphor plates, cameras, other digital equipment, and third-party programs. You can also import image files (such as .png or .jpg files). When you acquire or import images, you can customize acquisition settings, and there are options for posting the associated procedure and billing the procedure to insurance. The acquired or imported images are saved to a selected patient's record in Imaging.

Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

You can acquire the following types of images:

- Intraoral X-rays (can also be acquired in Simple Mode)
- Intraoral and extraoral photos
- Extraoral X-rays
- CAD/CAM scans
- 3D volumes

Acquiring intraoral X-rays

You can acquire intraoral X-rays with digital sensors, phosphor plates, and third-party programs.

Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

To acquire intraoral X-rays

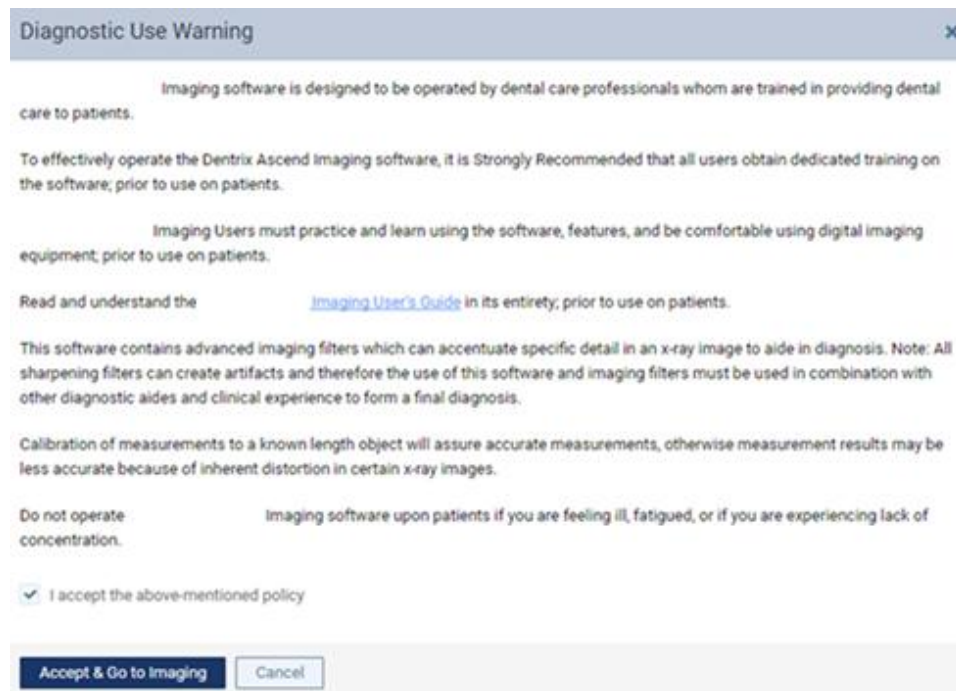
1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.

Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

2. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner**, or **Imaging**.
3. Select **Acquire images**.

Notes:

- Alternatively, you can press **Alt+X** to start the acquisition process (instead of using the **Acquire Images** option on the **Imaging** tab's menu). To use this keyboard shortcut, you must be viewing the patient's clinical record (on the **Chart, Progress Notes, Quick Exam, Perio, Tx Planner**, or **Imaging** tab).
- If the acquisition agent is not installed, the **Acquisition Activation** dialog box appears. Click (or tap) the **Click here** link to download the acquisition agent installer. Then, click (or tap) **Done**. After you install the acquisition agent and the drivers for your acquisition devices, you can begin acquiring images.
- If you have not already accepted the diagnostic use policy, the **Diagnostic Use Warning** dialog box appears. To begin using Imaging, you must select the **I accept the above-mentioned policy** checkbox, and then click (or tap) **Accept & Go to Imaging**.



The options for acquiring images become available.

Billing Options 

☒ Apply charges ☒ Bill to insurance

Select provider

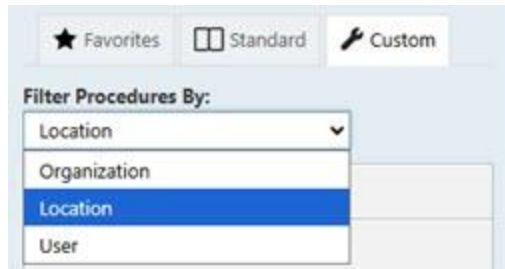
DSMITH - Dennis Smith ▼

★ Favorites ☒ Standard  Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

Please select a procedure from the list on the left

4. On the navigation panel, select one of the following tabs:
- **Favorites** - This tab contains the imaging procedures for the current location that have been marked as favorites. This tab is available only if there are favorite imaging procedures for the current location. If there are favorite imaging procedures for the current location, this tab is selected by default.
 - **Standard** - This tab contains the standard imaging procedures that come with Imaging. This tab is available for all locations. If there are not any favorite imaging procedures for the current location, this tab is selected by default.
 - **Custom** - This tab contains custom imaging procedures. This tab is available only if custom imaging procedures exist.
On the **Custom** tab, you can filter procedures according to the following options:
 - **Organization** - Displays all custom procedures that were created in your organization.
 - **Location** - Displays only the custom procedures that were created in the location that you are currently viewing.
 - **User** - Displays only the custom procedures that were created by the user whose account you are currently logged in with.



Note: By default, **Location** is selected the first time you access Imaging. Whichever option you select after that is saved for the next time you view the custom procedures list.

5. Select an imaging procedure that corresponds to the acquisition type for intraoral X-rays (such as **1 Bitewing** or **Full Mouth Series**). The options for the selected procedure become available.

6. Under **Billing Options**, set up the following options:
 - **Without interpretation/analysis:**
 - If you are acquiring an intraoral X-ray using a standard imaging procedure, and if no interpretation or analysis of the acquired image will be done in your office, to use an alternative procedure code, do one of the following:
 - For a single periapical image, select the **Without interpretation/analysis using code D0707** checkbox.
 - For a single occlusal image, select the **Without interpretation/analysis using code D0706** checkbox.

- For a single bitewing image, select the **Without interpretation/analysis using code D0708** checkbox.
- If you are acquiring a full-mouth, 2-bitewing, or 4-bitewing series using a standard imaging procedure, and if no interpretation or analysis of the acquired images will be done in your office, to use the alternative procedure code for the selected imaging procedure, do one of the following:
 - For a full-mouth series, select the **Without interpretation/analysis using code D0709** checkbox.
 - For a 2-bitewing or 4-bitewing series, select the **Without interpretation/analysis using code D0708** checkbox.
- **Apply charges** - To post the fee for the selected procedure (such as D0210), select the checkbox. To post a zero amount for the procedure, clear the checkbox.
- **Bill to insurance** - To bill the patient's insurance carrier for the procedure, select the checkbox. To not bill the patient's insurance carrier for the procedure, clear the checkbox.
- **Select provider** - From the list, select the provider who you want to associate with the procedure.
Note: Only providers who have access to the current location and who are flagged as charting providers are available for selection. Also, the provider who is selected by default is determined by the current location's **Default procedure provider** setting.

7. Set up the acquisition options for intraoral X-rays.

Individual image

Do the following:

- If applicable for the selected procedure, on the **Tooth chart**, select the correct teeth:
 - For an individual bitewing image, at least one tooth of the maxillary arch and at least one tooth of the mandibular arch must be selected.



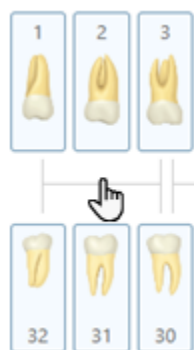
Note: The **BW** checkboxes are available for quickly selecting the most common teeth for bitewings.



- For an individual periapical or occlusal image, at least one tooth of the maxillary or mandibular arch must be selected.



Note: The brackets are available for quickly selecting posterior teeth on both arches.



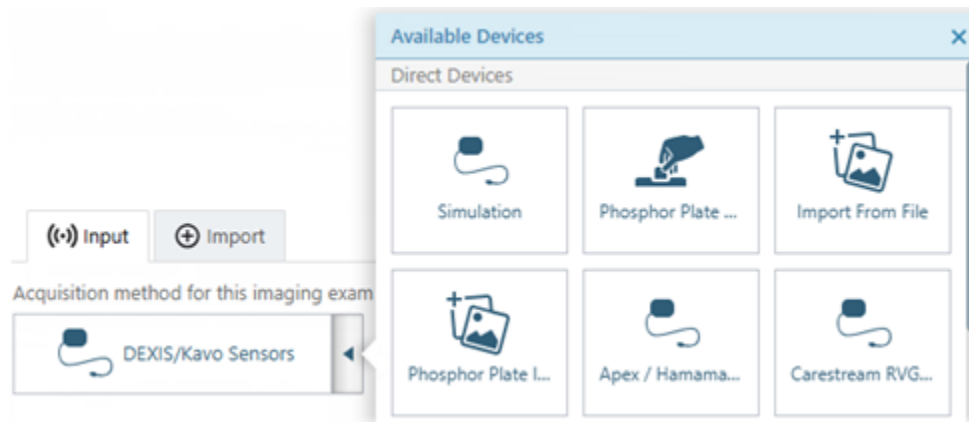
Note: To deselect all selected teeth, click (or tap) the **Clear selected** link.

- To allow for the automatic retaking of the image until a satisfactory image is acquired, select the **Enable auto-repeat** checkbox.

☒ Enable auto-repeat (endo mode/one tooth series)

Note: If you are using a phosphor plate to acquire the image, make sure that the **Enable auto-repeat** checkbox is not selected.

- c. On the **Input** tab, select the correct device on the **Available Devices** menu if it is not already selected.



Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

Series of images

Do the following:

- a. Specify the acquisition sequence:
- For a full-mouth series, from the sequence list, select **Default sequence** or a custom order (if available).

★ Full Mouth Series

FMX 18
Default sequence ▼ 

- For a 2-bitewing series, select the **2BW Center**, **2BW Left**, or **2BW Right** option. Then, from the sequence list, select **Default sequence** or a custom order (if available).

★ Choose 2 Bitewings

Acquisition sequence

☐ 2BW Center ☒ 2BW Left ☐ 2BW Right

Default sequence

Edit

Note: Tooth numbers (using default sequence):

- Center - (1) 3, 4, 5, 28, 29, 30; and (2) 12, 13, 14, 19, 20, 21.
- Left - (1) 12, 13, 14, 19, 20, 21; and (2) 14, 15, 16, 17, 18, 19.
- Right - (1) 1, 2, 3, 30, 31, 32; and (2) 3, 4, 5, 28, 29, 30.
- For a 3-periapical series, select the **Maxillary** or **Mandibular** option. Then, from the sequence list, select **Default sequence** or a custom order (if available).

★ Choose 3 Periapicals

Acquisition sequence

☒ Maxillary ☐ Mandibular

Default sequence

Edit

- For a 4-bitewing + 3-periapical series, select the **Maxillary** or **Mandibular** option. Then, from the sequence list, select **Default sequence** or a custom order (if available).

★ Choose 4 Bitewings + 3 Periapicals

Acquisition sequence

☒ Maxillary ☐ Mandibular

Default sequence

Edit

- For a 4-bitewing + 4-periapical series, select the **4BW + 4PA** or **4BW + 4PA Alt** option. Then, from the sequence list, select **Default sequence** or a custom order (if available).

★ Choose 4 Bitewings + 4 Periapicals

Acquisition sequence

☒ 4BW + 4PA ☐ 4BW + 4PA Alt

Default sequence

Edit

- For a 7-bitewing + 3-periapical series, select the **Maxillary** or **Mandibular** option. Then, from the sequence list, select **Default sequence** or a custom order (if available).

★ Choose 7 Bitewings + 3 Periapicals

Acquisition sequence

☒ Maxillary ☐ Mandibular

Default sequence

Edit

- For other series (such as 4-bitewing, 7-bitewing, 2-bitewing + 2-occlusal, 2-bitewing + 2-periapical, 4-bitewing + 2-periapical, and 4-bitewing + 6-periapical), from the sequence list, select **Default sequence** or a custom order (if available).

★ 4 Bitewings

Default sequence

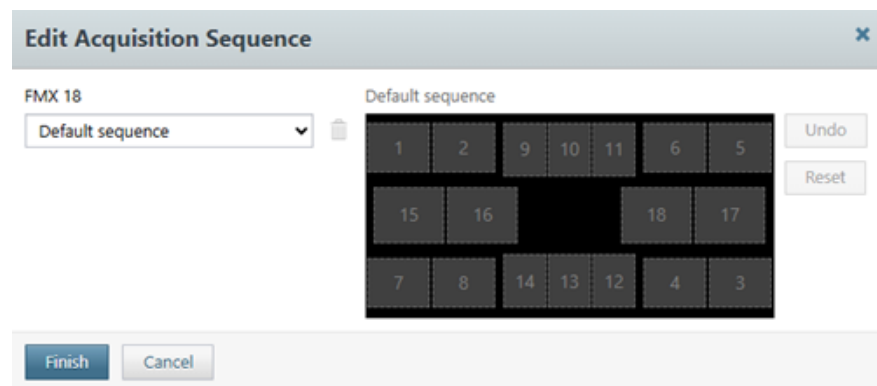
Edit

Note: To manage the acquisition sequences for the selected imaging procedure, do the following:

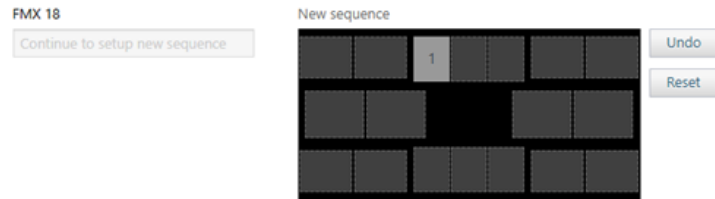
- Next to the sequence list, click (or tap) **Edit**.



The **Edit Acquisition Sequence** dialog box appears.

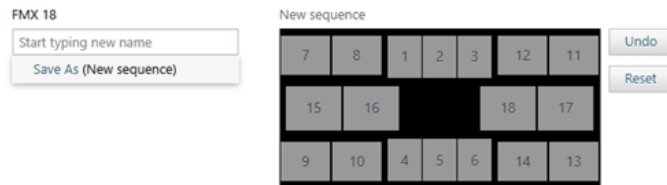


- Do any of the following:
 - To add a sequence, do the following:
 - Click (or tap) each placeholder of the sequence diagram in the order that you will acquire the images.

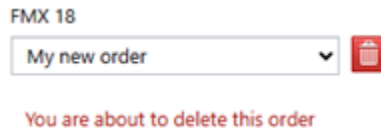


To undo previous order selections, click (or tap) **Undo** as needed. To undo all order selections, click (or tap) **Reset**.

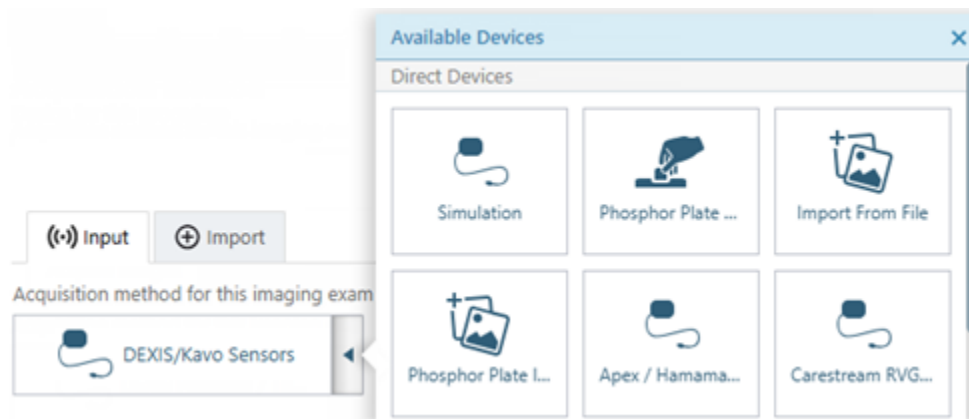
2. When you finish specifying the order for all placeholders, to save the custom sequence for future use, enter a name for the sequence in the **Start typing a new name** box, and then click (or tap) **Save as ([sequence name])**.



- To delete a custom sequence, with that sequence selected in the sequence list, click (or tap) the blue **Delete** button , which then turns red, and then click (or tap) the button again.



- iii. Click (or tap) **Finish**.
- b. On the **Input** tab, select the correct device on the **Available Devices** menu if it is not already selected.

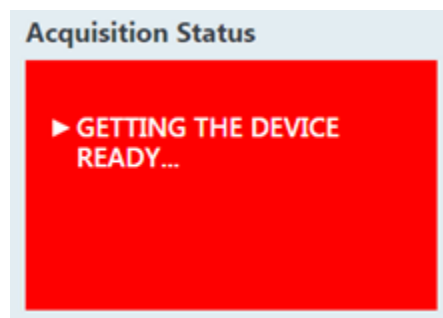


Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

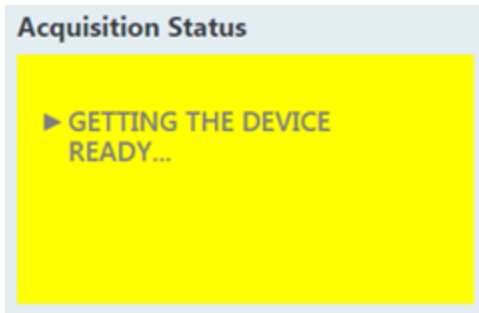
8. If you are using phosphor plates to acquire one or more images, before continuing, acquire the radiographs as needed.
Do the following:
 - a. Position a phosphor plate in the patient's mouth, and align your X-ray source cone to point at the phosphor plate, utilizing the paralleling or bisecting angle techniques. Make sure that the edge of the phosphor plate with the dot or letter is pointing upward for all vertical placements or pointing toward the back of the mouth for all horizontal placements.
Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.
 - b. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use and then trigger the radiation emission. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)
Note: Radiation from an X-ray source causes the phosphor plate to capture the image, and this is controlled by someone triggering the X-ray source. The Imaging program does not directly control the X-ray source or exposure settings.
 - c. Repeat steps a-b as needed to acquire additional radiographs.
9. Click (or tap) **Start**.
10. Acquire one or more intraoral X-rays with the specified device.

Individual image with a sensor

The selected acquisition device is initialized.



Then, the X-ray sensor is armed.



Then, the X-ray sensor becomes ready for exposure.



Note: If the acquisition stops because of a device error, fix the issue, and then click (or tap) **Start Acquisition** to proceed with the acquisition.

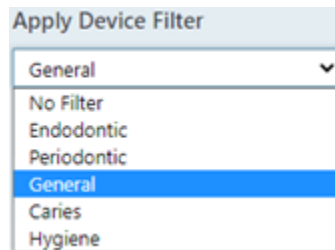
Do the following:

- a. If you need to change the acquisition device, select a different device on the **Available Devices for Procedure** menu.

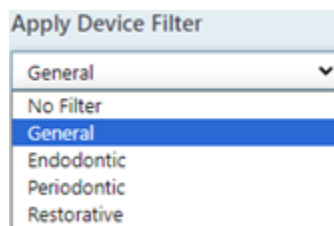


b. Depending on the selected acquisition device, do one of the following if needed:

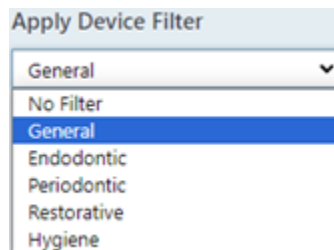
- **Schick 33 / Xios XG** - From the **Apply Device Filter** list, select the filter that you want to have applied automatically to the image that will be acquired (**Endodontic**, **Periodontic**, **General**, **Caries**, or **Hygiene**), or select **No Filter** to not apply any filter.



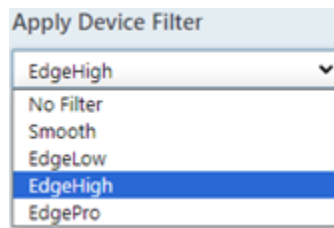
- **Sirona / Schick USB 3 / AE** - From the **Apply Device Filter** list, select the sharpness filter that you want to have applied automatically to the image that will be acquired (the available filter options vary by sensor type), or select **No Filter** to not apply any filter.
 - For a Dentsply Sirona XIOS AE or Schick AE sensor, the available filter options are **General**, **Endodontic**, **Periodontic**, or **Restorative**.



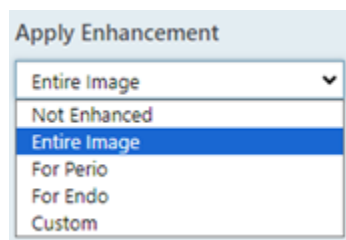
- For a Dentsply Sirona XIOS XG Supreme or Schick 33 sensor, the available filter options are **General**, **Endodontic**, **Periodontic**, **Restorative**, and **Hygiene**.



- For a Dentsply Sirona XIOS XG Select or Schick Elite sensor, the available filter options are **Smooth**, **Edge Low**, **Edge High**, and **Edge Pro**.



- Other direct, software, or TWAIN device** - From the **Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the image that will be acquired (**Entire Image**, **For Perio**, **For Endo**), select **Custom** to apply the default custom sharpness level, or select **Not Enhanced** to not apply any enhancement.



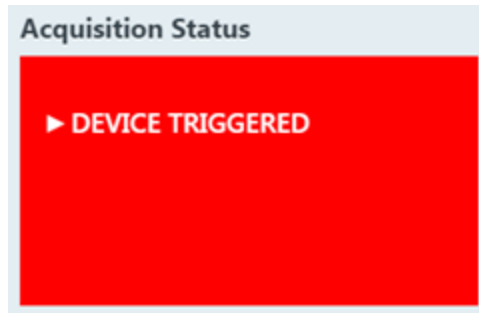
Note: While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see "Processing images."

- Position the sensor in the patient's mouth and align your X-ray source cone to point at the sensor, utilizing the paralleling or bisecting angle techniques.

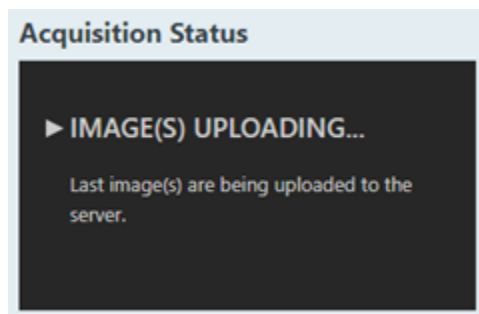
Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.

- Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use, and then trigger the radiation emission, which initiates the capture of the X-ray image. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)

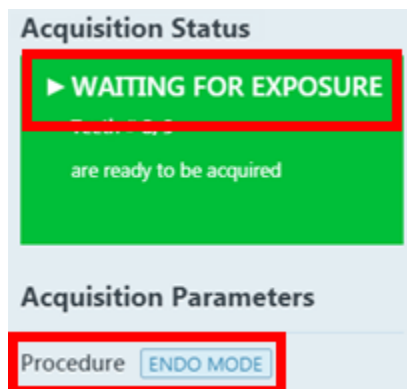
Note: Radiation from an X-ray source initiates the imaging device (sensor) to capture an image, and this is controlled by someone triggering the X-ray source. The Dentrax Ascend Imaging program does not directly control the X-ray source or exposure settings.



The resulting image is saved to the patient's record.



Then, if you are acquiring in endo mode, the sensor is re-armed automatically and becomes ready for another exposure; otherwise, ignore the remaining steps.



Note: The saved state of the **Smaller/Larger** button , which is available when you are viewing images, affects the preview size of images during acquisitions in endo mode. The state of the button is stored per computer (or device).

- e. If you are acquiring in endo mode, repeat steps c-d as needed to retake the radiograph until you have acquired a satisfactory image.

Note: The original image and all recaptured images are saved to the patient's record.

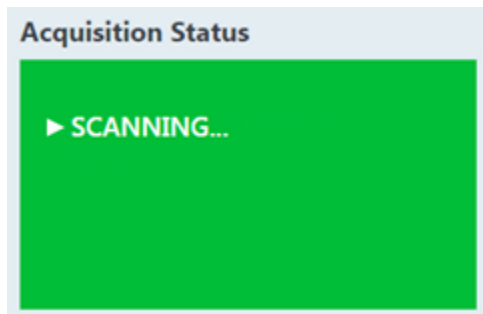
- f. If you are acquiring in endo mode, to stop the acquisition, click (or tap) **Done**.

Individual image with a phosphor plate scanner

The scanner is initialized.



Then, the scanner continues preparing to scan.



Then, the scanner becomes ready.

Acquisition Status

► **WAITING FOR EXPOSURE**

Teeth # 24, 25
are ready to be acquired

Acquisition Parameters

Procedure

🦷 **D0220** - Intraoral Periapical Image

Available Devices For Procedure

 ScanX ►

Apply Enhancement

Entire Image ▼

Note: If the acquisition stops because of a device error, fix the issue, and then click (or tap) **Start Acquisition** to proceed with the acquisition.

Do the following:

- a. From the **Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the image that will be acquired (**Entire Image**, **For Perio**, **For Endo**), select **Custom** to apply the default custom sharpness level, or select **Not Enhanced** to not apply any enhancement.

Apply Enhancement

Entire Image ▼

Not Enhanced

Entire Image

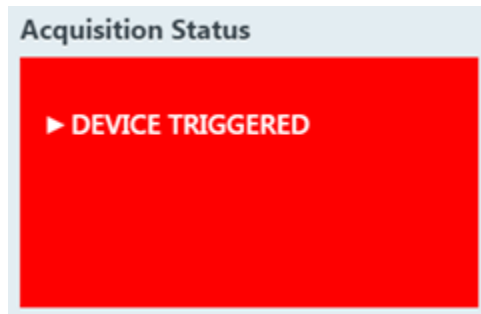
For Perio

For Endo

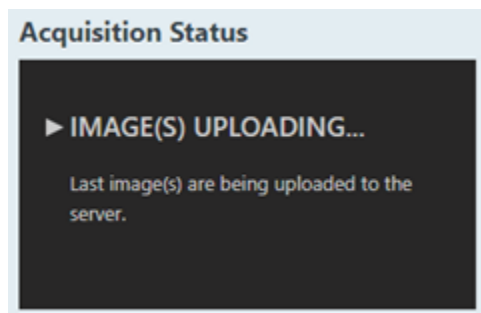
Custom

Note: While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see "Processing images."

- b. Put the phosphor plate, with the edge with the dot or letter pointing up, in the scanner according to the manufacturer's instructions.
The scanner begins scanning the plate.



When the scanner finishes scanning the plate, the resulting image is saved to the patient's record.



Individual image with a third-party program (TWAIN or bridge)

Do the following:

- a. Use the options in the third-party TWAIN interface or imaging program that opens to get ready to acquire the image.
- b. Position the sensor in the patient's mouth and align your X-ray source cone to point at the sensor, utilizing the paralleling or bisecting angle techniques.

Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.

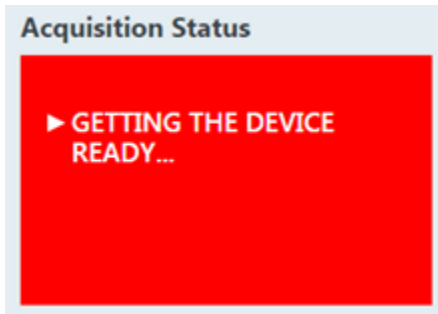
- c. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use and then trigger the radiation emission. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)

Note: Radiation from an X-ray source initiates the imaging device (sensor) to capture an image, and this is controlled by someone triggering the X-ray source. Imaging does not directly control the X-ray source or exposure settings.

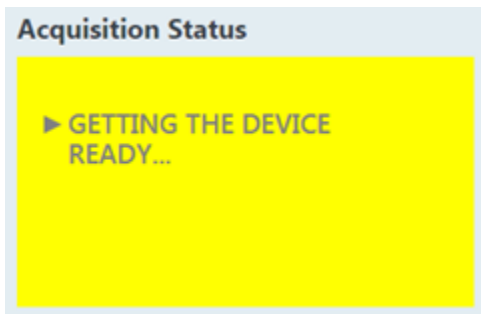
- d. Close the third-party TWAIN interface or imaging program.
The image is saved to the patient's record in the Imaging program automatically.

Series of images with a sensor

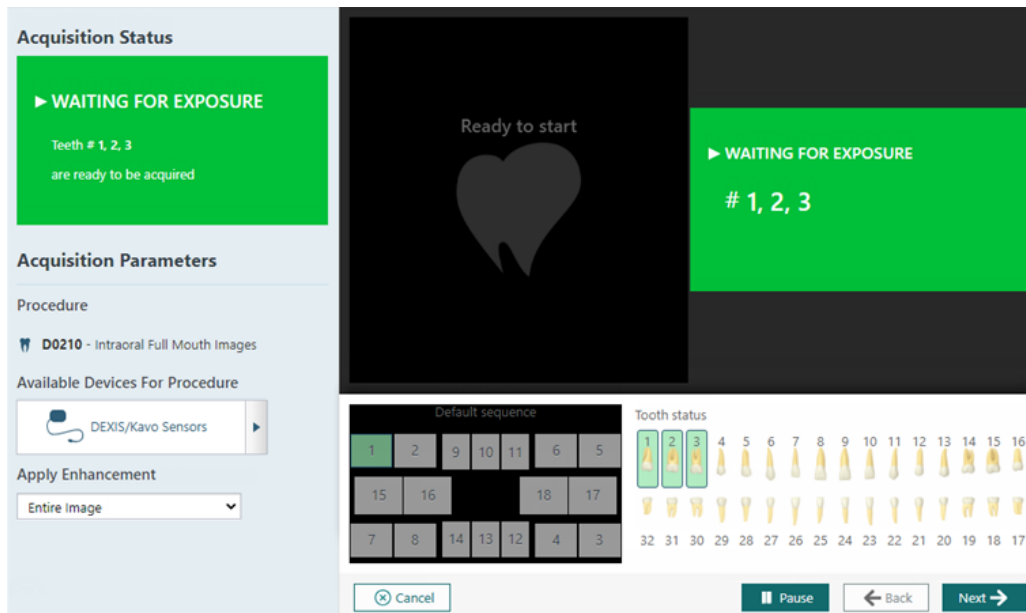
The selected acquisition device is initialized.



Then, the X-ray sensor is armed.



Then, the X-ray sensor becomes ready for exposure.

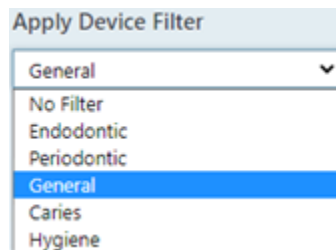


Notes:

- The first step in the acquisition sequence is selected automatically (as indicated by the green, numbered box) on the sequence diagram, and the applicable teeth are selected on the **Tooth status** chart for your reference.
- If the acquisition stops because of a device error, fix the issue, and then click (or tap) **Take #[teeth]** to proceed with the acquisition.

Do the following:

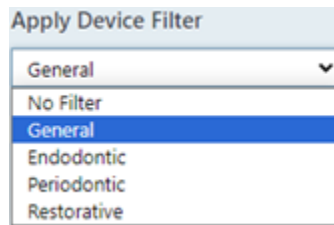
- Depending on the selected acquisition device, do one of the following if needed:
 - Schick 33 / Xios XG** - From the **Apply Device Filter** list, select the filter that you want to have applied automatically to the image that will be acquired (**Endodontic**, **Periodontic**, **General**, **Caries**, or **Hygiene**), or select **No Filter** to not apply any filter.



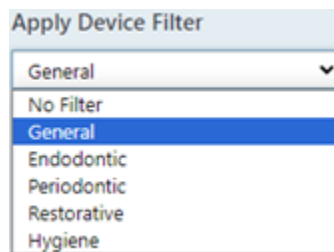
- Sirona / Schick USB 3 / AE** - From the **Apply Device Filter** list, select the sharpness filter that you want to have applied automatically to the image that will be acquired (the available filter

options vary by sensor type), or select **No Filter** to not apply any filter.

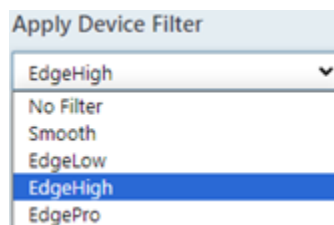
- For a Dentsply Sirona XIOS AE or Schick AE sensor, the available filter options are **General**, **Endodontic**, **Periodontic**, or **Restorative**.



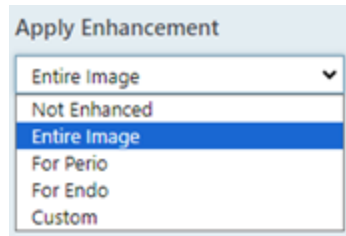
- For a Dentsply Sirona XIOS XG Supreme or Schick 33 sensor, the available filter options are **General**, **Endodontic**, **Periodontic**, **Restorative**, and **Hygiene**.



- For a Dentsply Sirona XIOS XG Select or Schick Elite sensor, the available filter options are **Smooth**, **Edge Low**, **Edge High**, and **Edge Pro**.



- Other direct, software, or TWAIN device** - From the **Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the image that will be acquired (**Entire Image**, **For Perio**, **For Endo**), select **Custom** to apply the default custom sharpness level, or select **Not Enhanced** to not apply any enhancement.



Note: While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see "Processing images."

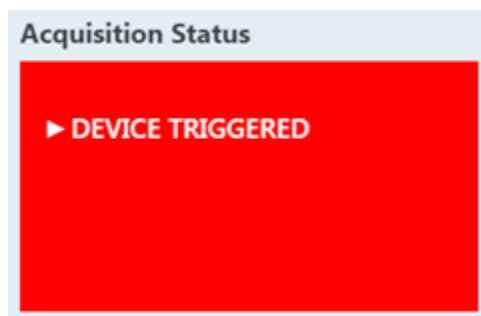
- b. Position the sensor in the patient's mouth and align your X-ray source cone to point at the sensor, utilizing the paralleling or bisecting angle techniques.

Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.

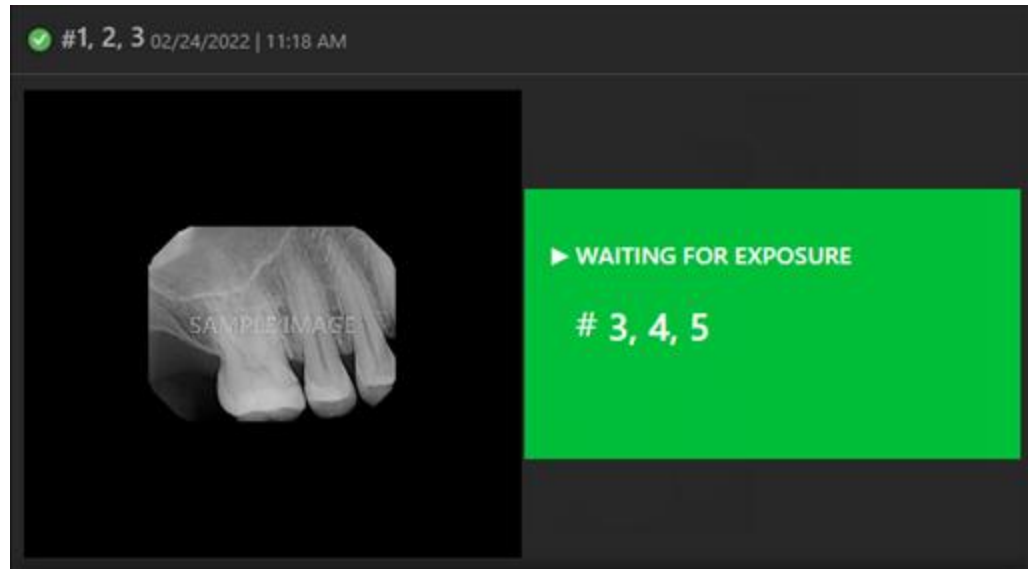
- c. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use and then trigger the radiation emission. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)

Note: Radiation from an X-ray source initiates the imaging device (sensor) to capture an image, and this is controlled by someone triggering the X-ray source. Imaging does not directly control the X-ray source or exposure settings.

Radiation triggers the X-ray sensor.



The resulting image is saved to the patient's record, and a preview of the image appears. Also, if the image that you just acquired was not for the last step in the acquisition sequence, the next step is selected automatically (as indicated by the green, numbered box) on the sequence diagram, the applicable teeth are selected on the **Tooth status** chart for your reference, and the X-ray sensor becomes ready for exposure again.



d. Repeat steps b-c until you finish acquiring images for the series.

Notes:

- If you need to change the acquisition device, click (or tap) **Pause** to pause the acquisition, select a different device on the **Available Devices for Procedure** menu, and then click (or tap) **Take #[teeth]** to resume the acquisition.
- To stop the acquisition session before you finish acquiring the entire series, click (or tap) **Done**. You can resume the incomplete exam later if necessary.
- To replace an image that you have just acquired, click (or tap) **Retake #[teeth]**, and then retake the image. The **Select Image** dialog box appears. The recaptured image appears on the left under **New Image**. The existing image appears on the right under **Old Image**. Either leave the **Delete rejected image** checkbox clear to have the rejected image hidden when you choose one of the "Keep" options, or select the checkbox to have the rejected image deleted when you choose one of the "Keep" options. Then, click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep

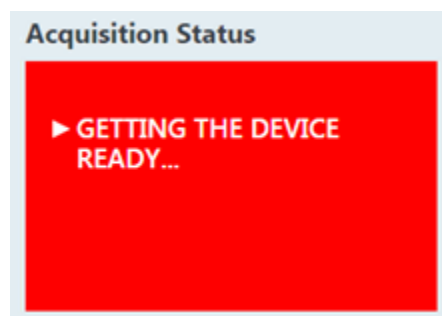
the existing image and leave it on the top of the image stack for the template slot. You can repeat this process as needed until you have acquired a satisfactory image.



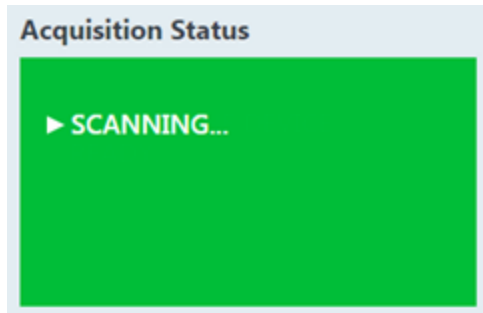
- To skip ahead in the acquisition sequence one step, click (or tap) **Next**. This button is available only if the current step in the sequence is not the last step.
- To go backward in the acquisition sequence one step, click (or tap) **Back**. This button is available only if the current step in the sequence is not the first step, and if the previous step in the sequence does not have an image.
- To go to any step in the acquisition sequence to acquire or replace an image, click (or tap) the applicable placeholder (numbered box) on the sequence diagram. The applicable teeth on the **Tooth status** chart are selected automatically for your reference. After acquiring or replacing the image, the program advances to the next step in the acquisition sequence that does not have an image.

Series of images with a phosphor plate scanner

The scanner is initialized.



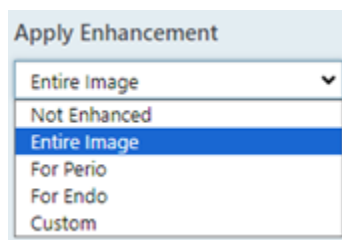
Then, the scanner becomes ready.



Note: If the acquisition stops because of a device error, fix the issue, and then proceed with the acquisition.

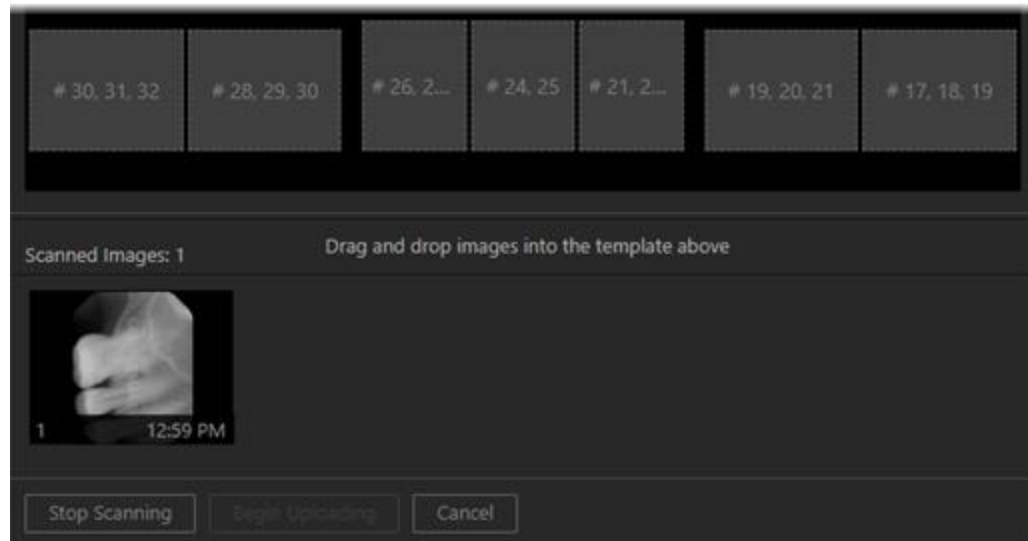
Do the following:

- a. From the **Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the image that will be acquired (**Entire Image**, **For Perio**, **For Endo**), select **Custom** to apply the default custom sharpness level, or select **Not Enhanced** to not apply any enhancement.

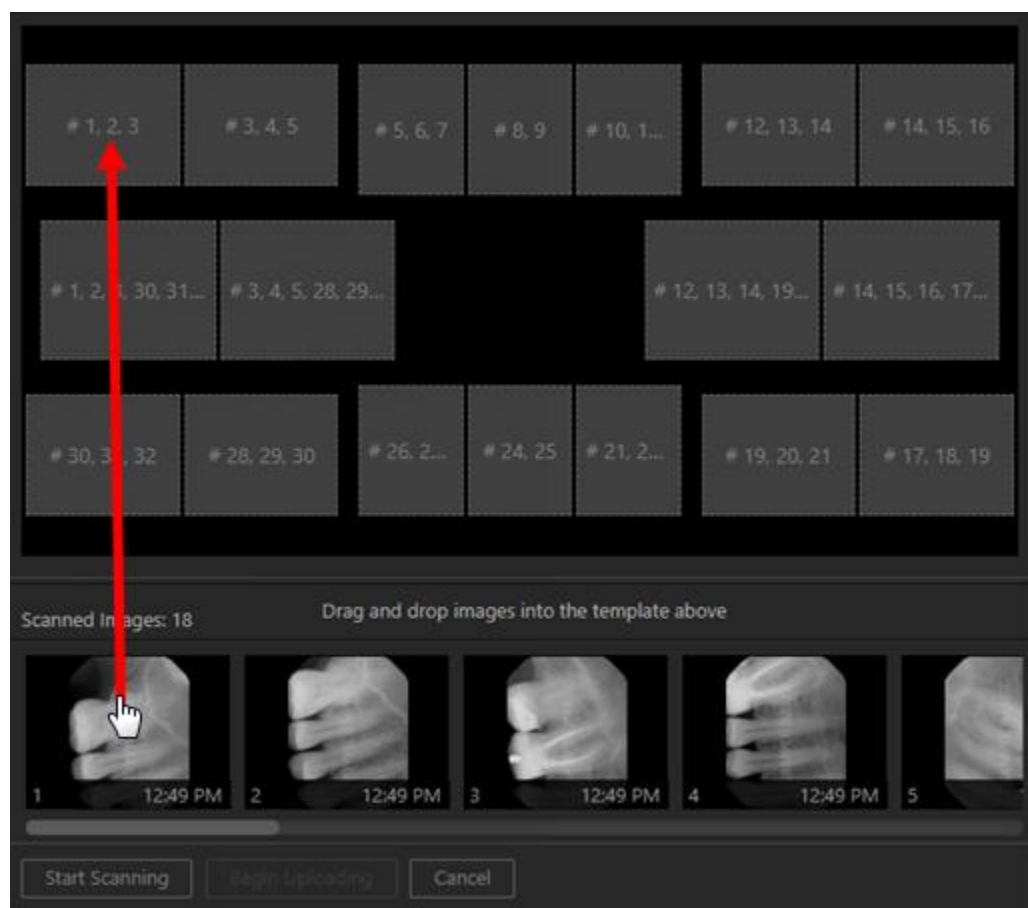


Note: While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see "Processing images."

- b. Put the phosphor plates, with the edges with the dot or letter pointing up, in the scanner according to the manufacturer's instructions. As the scanner finishes scanning a plate, the resulting image appears as a thumbnail image on the panel at the bottom of the Imaging program.



- c. After all the plates have been scanned, one at a time, drag the thumbnail images from the panel to the correct boxes of the template.



Note: If the orientations of the phosphor plates were correct when the radiographs were taken and when inserted into the scanner, the images

will have the correct orientation in the series. When you drop a thumbnail image into a box of the template, the image is rotated automatically as needed for that position in the series.

d. As needed, do any of the following:

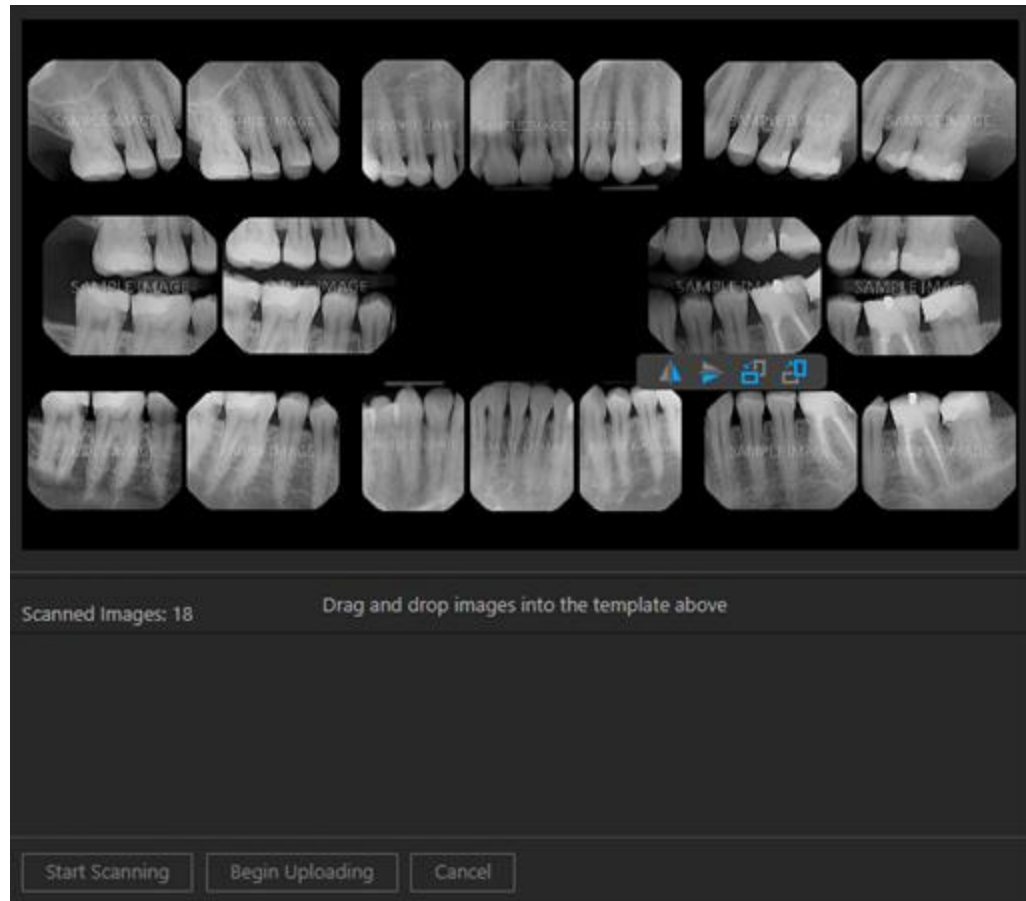
- To stack multiple images in one template slot, drag either a thumbnail image from the panel at the bottom or an image from a template slot to a template slot that already has an image assigned. That image is put on the top of the image stack for that template slot (but you can choose a different image to be on top).
- To choose the top image for a template slot with multiple images, navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed. The image that is visible in the stack when you click (or tap) **Begin Uploading** will be set as the top image of the stack.



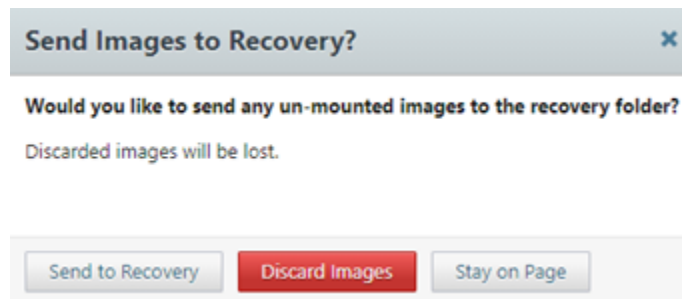
- To change the orientation of an image in the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



- To remove an image from the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), and then drag the image back to the panel at the bottom.
- e. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



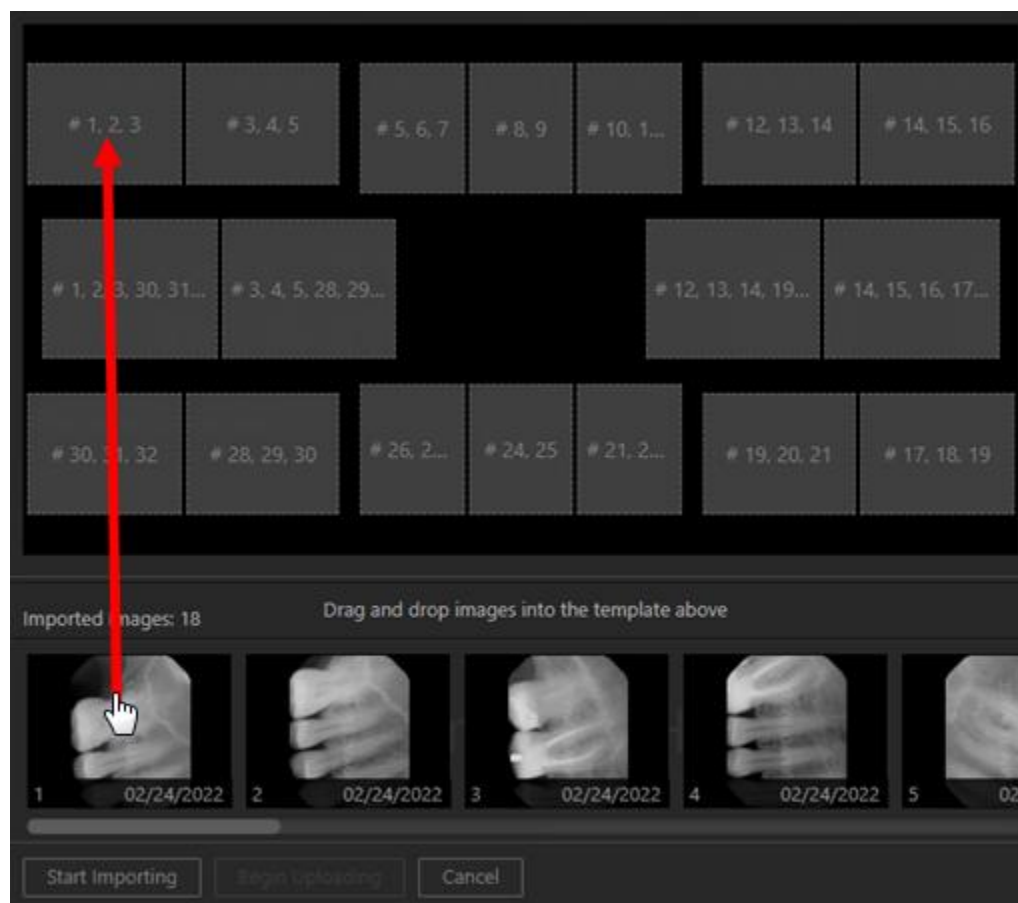
- f. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



Click one of the following buttons:

- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
- **Discard Images** - To delete the unassigned images permanently.
- **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.

- f. One at a time, drag the thumbnail images from the panel to the correct boxes of the template.



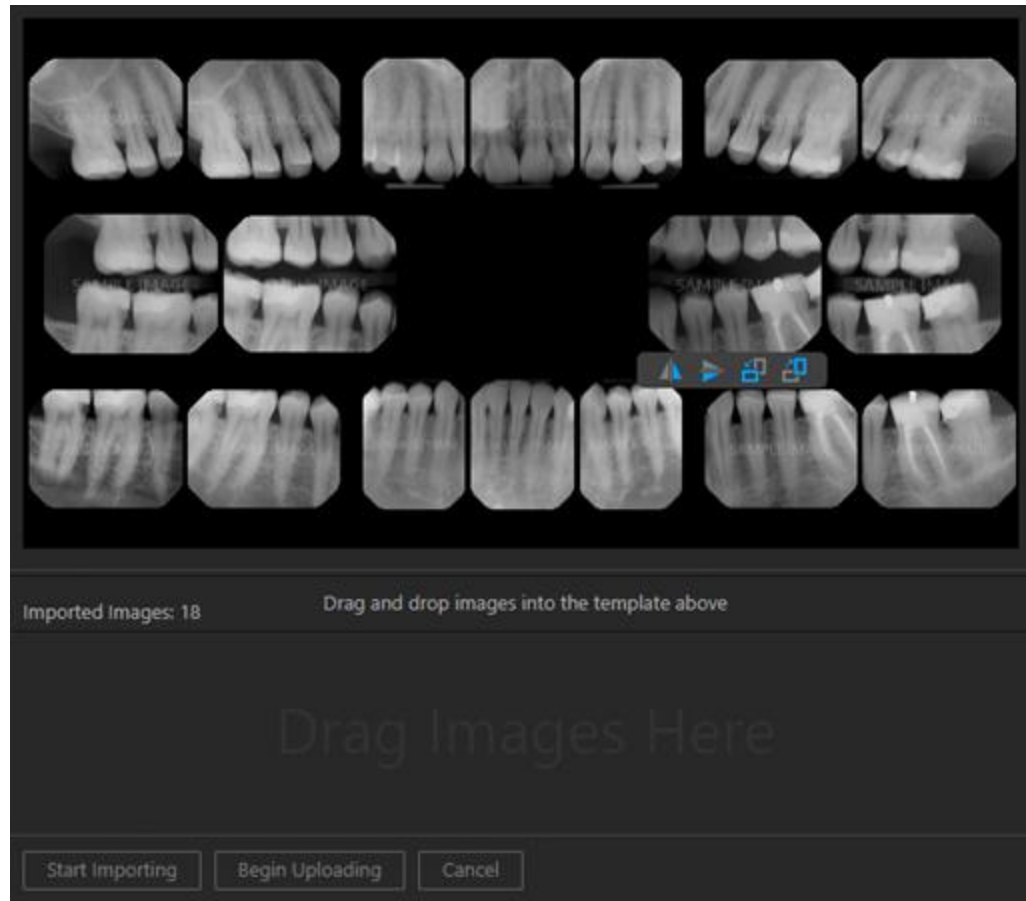
- g. As needed, do any of the following:
- To stack multiple images in one template slot, drag either a thumbnail image from the panel at the bottom or an image from a template slot to a template slot that already has an image assigned. That image is put on the top of the image stack for that template slot (but you can choose a different image to be on top).
 - To choose the top image for a template slot with multiple images, navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed. The image that is visible in the stack when you click (or tap) **Begin Uploading** will be set as the top image of the stack.



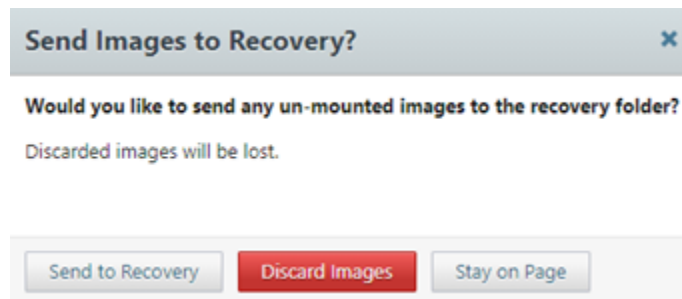
- To change the orientation of an image in the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



- To remove an image from the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), and then drag the image back to the panel at the bottom.
- h. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



- i. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



Click one of the following buttons:

- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
- **Discard Images** - To delete the unassigned images permanently.
- **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.

- j. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

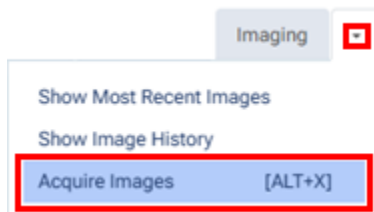
Acquiring intraoral and extraoral photos

You can acquire intraoral and extraoral photos with digital cameras and third-party programs.

Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

To acquire intraoral and extraoral photos

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
3. Select **Acquire images**.



Notes:

- Alternatively, you can press **Alt+X** to start the acquisition process (instead of using the **Acquire Images** option on the **Imaging** tab's menu). To use this keyboard shortcut, you must be viewing the patient's clinical record (on the **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging** tab).
- If the acquisition agent is not installed, the **Acquisition Activation** dialog box appears. Click (or tap) the **Click here** link to download the acquisition agent installer. Then, click (or tap) **Done**. After you install the acquisition agent and the drivers for your acquisition devices, you can begin acquiring images.
- If you have not already accepted the diagnostic use policy, the **Diagnostic Use Warning** dialog box appears. To begin using the imaging features of Imaging, you must select the **I accept the above-mentioned policy** checkbox, and then click (or tap) **Accept & Go to Imaging**.

Diagnostic Use Warning

Imaging software is designed to be operated by dental care professionals whom are trained in providing dental care to patients.

To effectively operate the Dentrix Ascend Imaging software, it is Strongly Recommended that all users obtain dedicated training on the software; prior to use on patients.

Imaging Users must practice and learn using the software, features, and be comfortable using digital imaging equipment; prior to use on patients.

Read and understand the [Imaging User's Guide](#) in its entirety; prior to use on patients.

This software contains advanced imaging filters which can accentuate specific detail in an x-ray image to aide in diagnosis. Note: All sharpening filters can create artifacts and therefore the use of this software and imaging filters must be used in combination with other diagnostic aides and clinical experience to form a final diagnosis.

Calibration of measurements to a known length object will assure accurate measurements, otherwise measurement results may be less accurate because of inherent distortion in certain x-ray images.

Do not operate Imaging software upon patients if you are feeling ill, fatigued, or if you are experiencing lack of concentration.

☒ I accept the above-mentioned policy

Accept & Go to Imaging

Cancel

The options for acquiring images become available.

Billing Options

☒ Apply charges
☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites

□ Standard

✎ Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

Please select a procedure from the list on the left

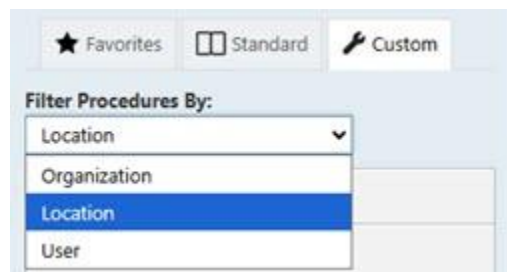
4. On the navigation panel, select one of the following tabs:
 - **Favorites** - This tab contains the imaging procedures for the current location that have been marked as favorites. This tab is available only if there are favorite imaging procedures for the current location. If there are

favorite imaging procedures for the current location, this tab is selected by default.

- **Standard** - This tab contains the standard imaging procedures that come with Imaging. This tab is available for all locations. If there are not any favorite imaging procedures for the current location, this tab is selected by default.
- **Custom** - This tab contains custom imaging procedures. This tab is available only if custom imaging procedures exist.

On the **Custom** tab, you can filter procedures according to the following options:

- **Organization** - Displays all custom procedures that were created in your organization.
- **Location** - Displays only the custom procedures that were created in the location that you are currently viewing.
- **User** - Displays only the custom procedures that were created by the user whose account you are currently logged in with.



Note: By default, **Location** is selected the first time you access Imaging. Whichever option you select after that is saved for the next time you view the custom procedures list.

5. Select an imaging procedure that corresponds to the acquisition type for intraoral and extraoral photos (such as **2D Oral/Facial Photos**). The options for the selected procedure become available.

★ 2D Oral/Facial Photos

Billing Options

☐ Without interpretation/analysis using code D0703

☒ Apply charges ☒ Bill to insurance

Select provider: DSMITH - Dennis Smith

★ Favorites □ Standard ✎ Custom

4 Bitewings + 6 Periapicals	4BW6PA
7 Bitewings + 3 Periapicals	7VBW3PA
Panoramic	D0330
Cephalometric	D0340
2D Oral/Facial Photos	D0350
CAD/CAM Scan	CADCAM
CBCT Volume	VOLUME

Information: Select a device and choose 'Proceed with Acquisition' to start acquisition.

(i) Input ⊕ Import

Acquisition method for this imaging exam

Generic Intraoral Ca...

Start

6. Under **Billing Options**, set up the following options:

- **Without interpretation/analysis** - If you are acquiring intraoral or extraoral photos using a standard imaging procedure, and if no interpretation or analysis of the acquired images will be done in your office, to use an alternative procedure code, select the **Without interpretation/analysis using code D0703** checkbox.
- **Apply charges** - To post the fee for the selected procedure (such as D0350), select the checkbox. To post a zero amount for the procedure, clear the checkbox.
- **Bill to insurance** - To bill the patient's insurance carrier for the procedure, select the checkbox. To not bill the patient's insurance carrier for the procedure, clear the checkbox.
- **Select provider** - From the list, select the provider who you want to associate with the procedure.

Note: Only providers who have access to the current location and who are flagged as charting providers are available for selection. Also, the provider who is selected by default is determined by the current location's **Default procedure provider** setting.

7. Set up the acquisition options for intraoral and extraoral photos.

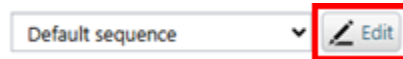
Do the following:

- If you are acquiring a set of intraoral or extraoral photos using a custom imaging procedure, from the sequence list, select **Default sequence** or a custom order (if available).

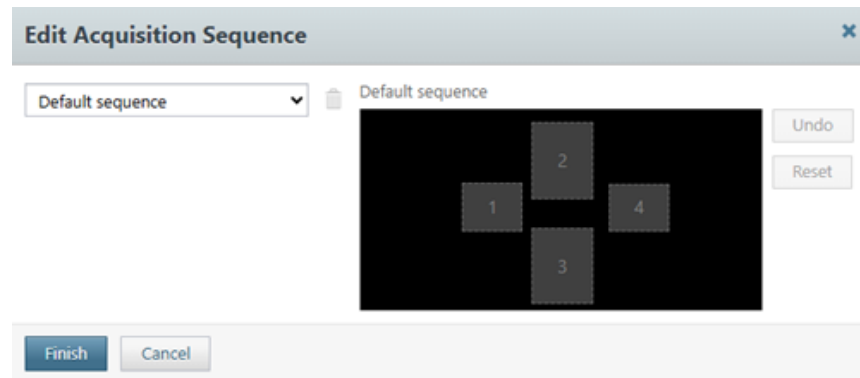
Default sequence ▼

Note: To manage the acquisition sequences for the selected imaging procedure, do the following:

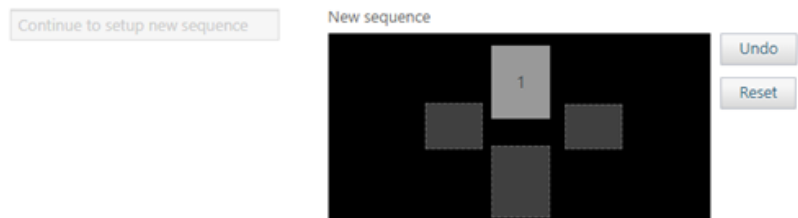
- i. Next to the sequence list, click (or tap) **Edit**.



The **Edit Acquisition Sequence** dialog box appears.

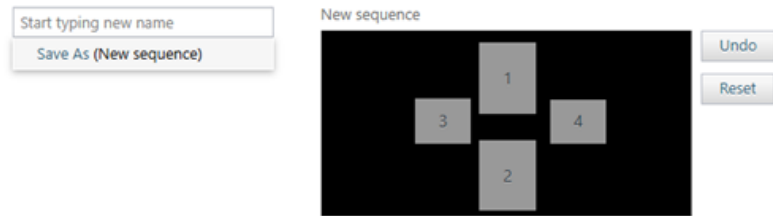


- ii. Do any of the following:
 - To add a sequence, do the following:
 1. Click (or tap) each placeholder of the sequence diagram in the order that you will acquire the images.

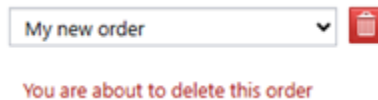


To undo previous order selections, click (or tap) **Undo** as needed. To undo all order selections, click (or tap) **Reset**.

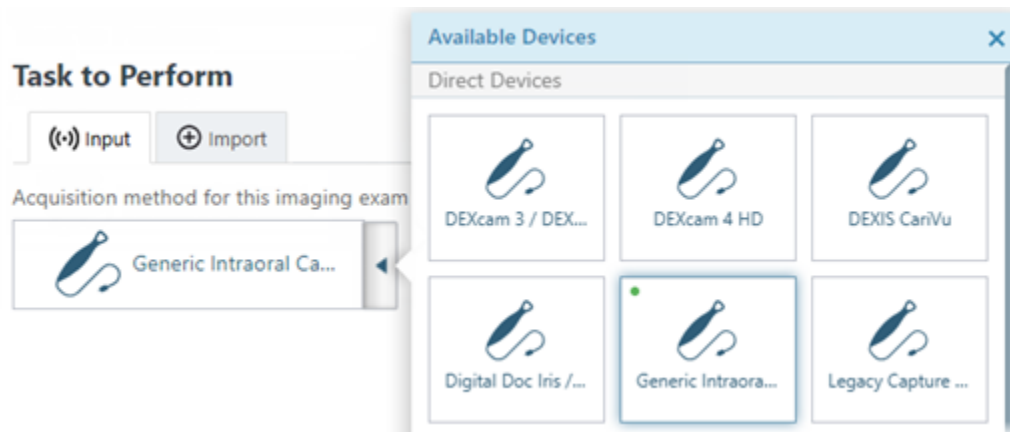
2. When you finish specifying the order for all placeholders, to save the custom sequence for future use, enter a name for the sequence in the **Start typing a new name** box, and then click (or tap) **Save as ([sequence name])**.



- To delete a custom sequence, with that sequence selected in the sequence list, click (or tap) the blue **Delete** button , which then turns red, and then click (or tap) the button again.



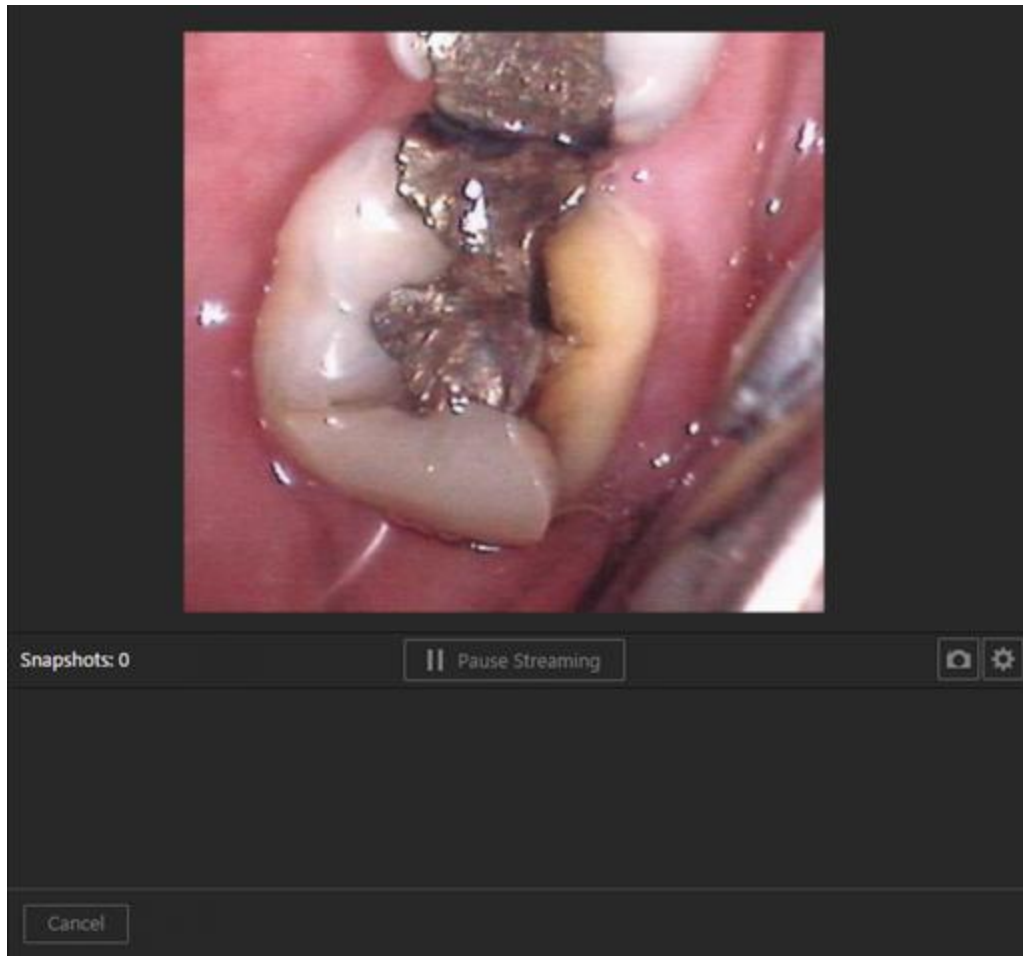
- iii. Click (or tap) **Finish**.
- b. On the **Input** tab, select the correct device on the **Available Devices** menu if it is not already selected.



Notes:

- For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."
 - The first time that you attempt to use a camera with Imaging on any computer, when a message from the browser appears and asks if you want to allow the browser to have access to the camera, allow it.
8. Click (or tap) **Start**.
 9. Acquire one or more intraoral and/or extraoral photos with the specified device.
- Individual images with a camera**

The live video stream from your camera appears.

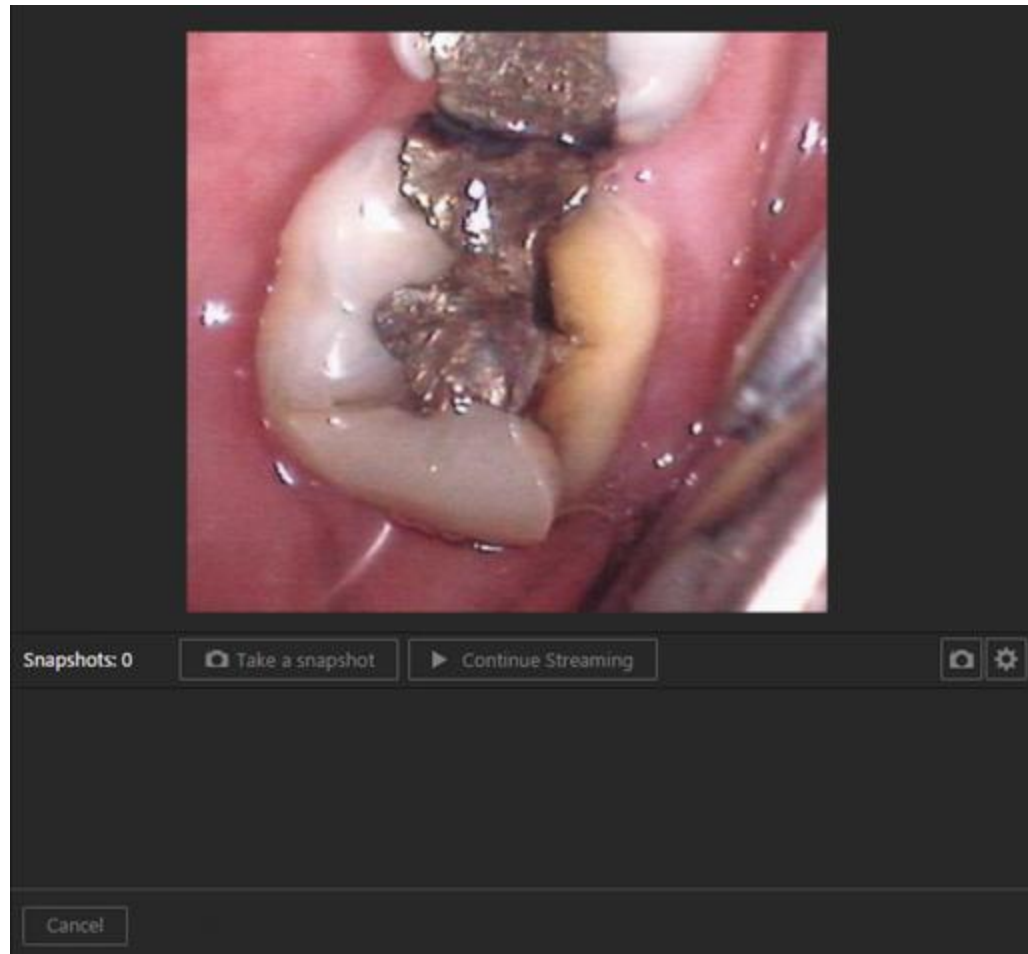


Notes:

- To tune your camera's settings, you can click (or tap) the **Tune Camera** button .
- If you need to change the acquisition device, select a different device on the **Available Devices for Procedure** menu.
- If the acquisition stops because of a device error, fix the issue, click (or tap) **Start Acquisition**, and then proceed with the acquisition.

Do the following:

- a. Point the camera at the patient or at the correct area inside the patient's mouth.
- b. To pause or freeze the live video stream, with the camera properly positioned, do one of the following:
 - Press the button on your camera.
 - Click (or tap) **Pause Streaming**.

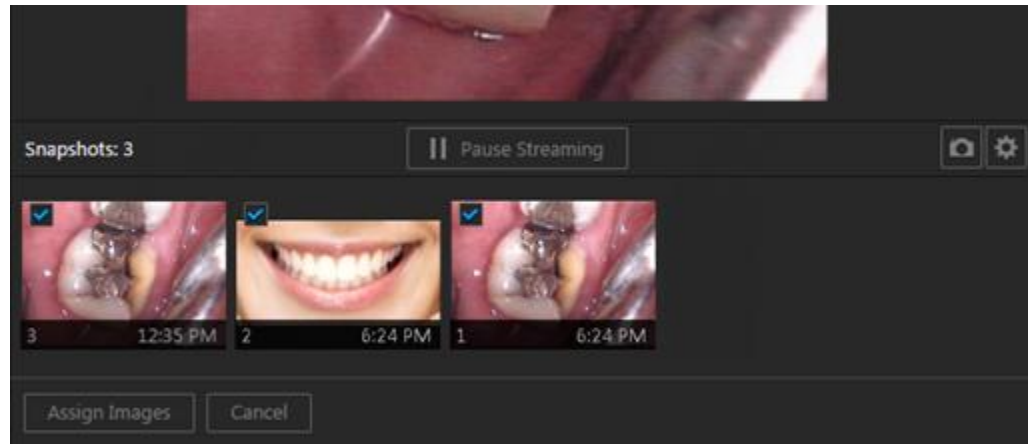


c. To capture the current video frame, do one of the following:

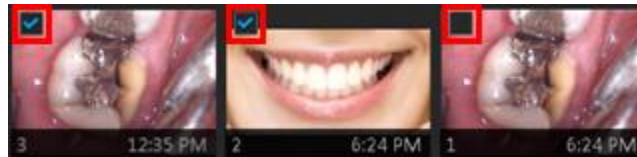
- Press the button on your camera.
- Click (or tap) **Take a Snapshot**.

Note: If alternative button functionality has been enabled for your camera in the acquisition agent preferences, you can push the button twice to not capture the current video frame.

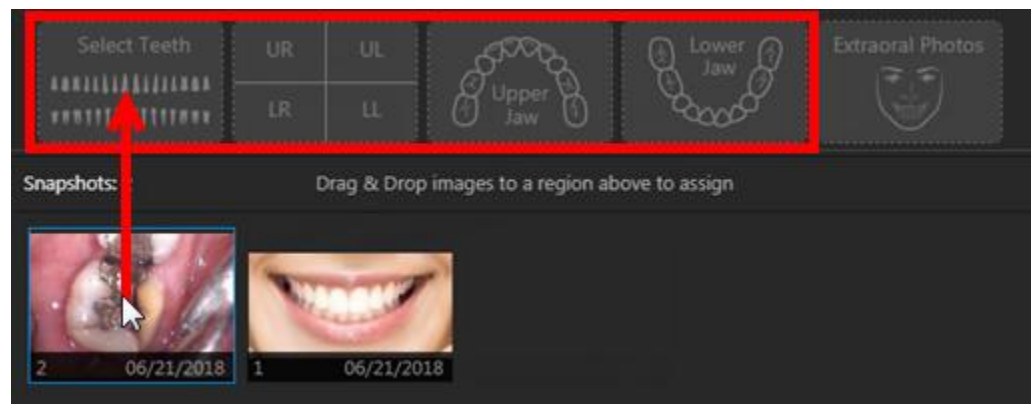
The resulting image is added to the snapshot panel, and the video stream automatically becomes live again.



- d. Repeat steps a-c as needed to acquire additional snapshots.
- e. On the snapshot panel, clear the checkbox of each snapshot that you do not want to save.



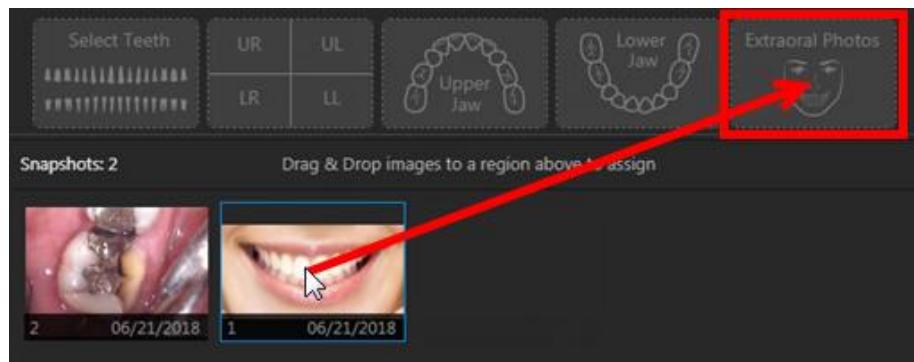
- f. Click (or tap) **Assign Images**.
- g. Do any of the following as needed:
 - To save one or more snapshots as intraoral images and assign tooth numbers, select the snapshots that pertain to the same teeth (and be sure to deselect snapshots that are not intraoral images and that do not pertain to the same teeth), and then drag them to the **Select Teeth**, **UR/UL/LR/LL**, **Upper Jaw**, or **Lower Jaw** box.



If you drag snapshots to the **Select Teeth** box, the **Assign Tooth Numbers** dialog box appears. Select the correct teeth, and then click (or tap) **Assign Teeth**.

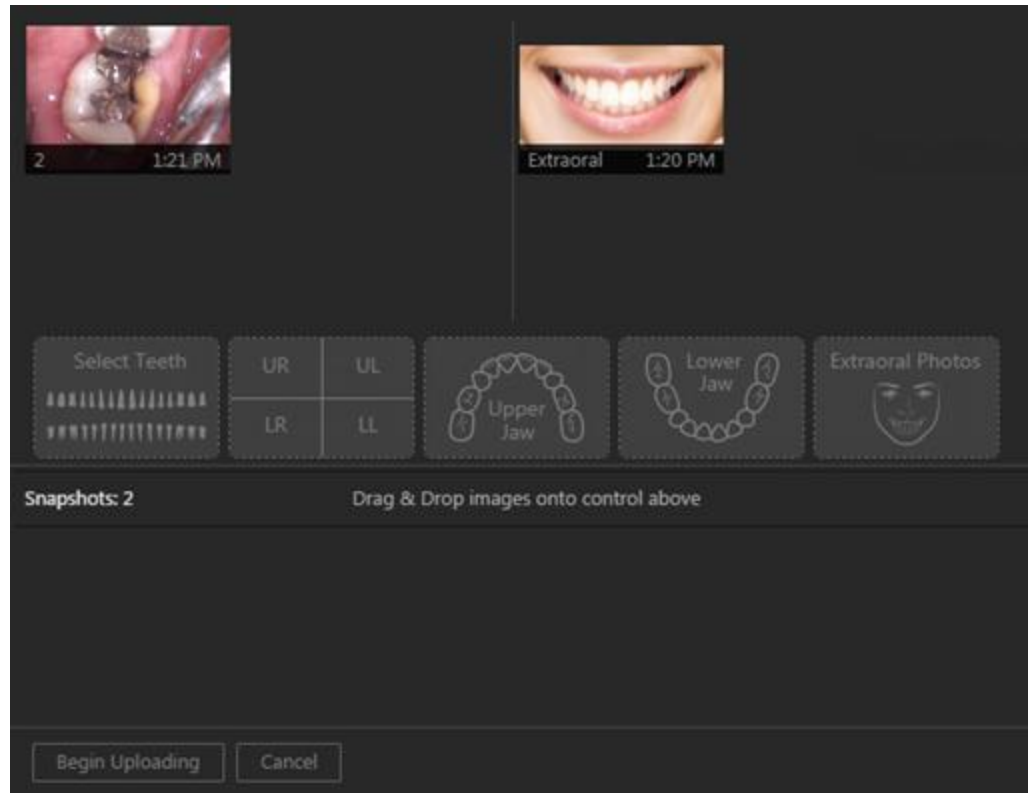


- To save one or more snapshots as extraoral images, select the snapshots that are extraoral images (and be sure to deselect snapshots that are not extraoral images), and then drag them to the **Extraoral Photos** box.



- To save the snapshots on the snapshot panel as intraoral images but not assign tooth numbers at this time, leave those snapshots on the snapshot panel.

Intraoral images with assigned tooth numbers appear on the left side of the preview area, extraoral images appear on the right side of the preview area, and images without assigned tooth numbers (which will be saved as intraoral images) appear on the snapshot panel.



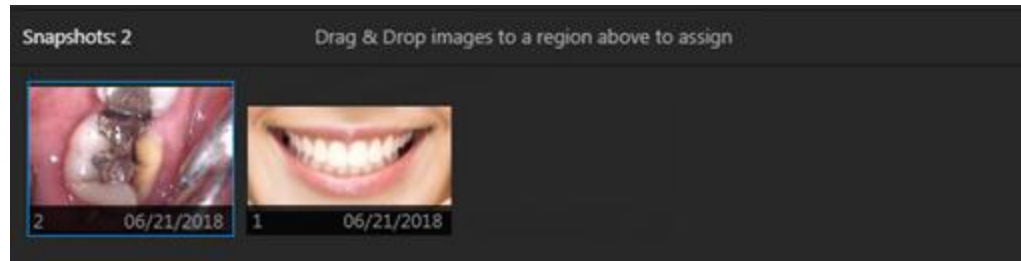
Note: If you have a mix of intraoral and extraoral images, the intraoral images will be saved as one acquisition, and the extraoral images will be saved as another acquisition in the patient's imaging history in Imaging; however, all the images will be associated with one procedure (D0350 or D0703), which will appear in the patient's progress notes with two imaging icons.

- h. Click (or tap) **Begin Uploading** to save the images to the patient's record
- i. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Individual images with a third-party program (TWAIN or bridge)

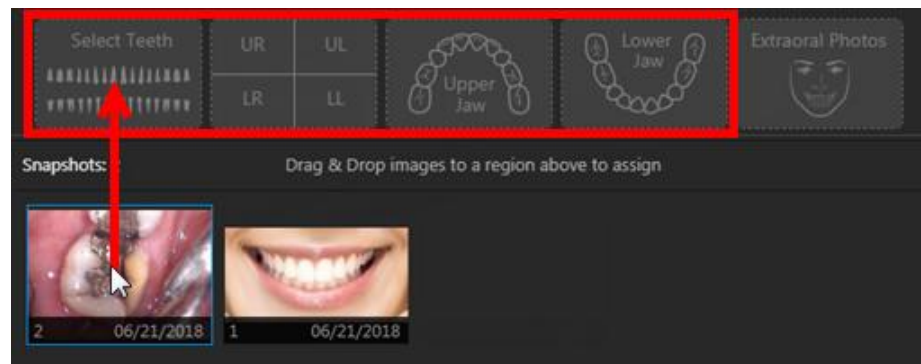
Do the following:

- a. Use the options in the third-party TWAIN interface or imaging program that opens to get ready to acquire images.
- b. Use the camera to capture images of the patient or the correct areas inside the patient's mouth.
- c. Close the third-party TWAIN interface or imaging program.
The images that you captured in the third-party imaging program appear as thumbnail images on the snapshot panel at the bottom of the Imaging program.



d. Do any of the following as needed:

- To save one or more snapshots as intraoral images and assign tooth numbers, select the snapshots that pertain to the same teeth (and be sure to deselect snapshots that are not intraoral images and that do not pertain to the same teeth), and then drag them to the **Select Teeth**, **UR/UL/LR/LL**, **Upper Jaw**, or **Lower Jaw** box.

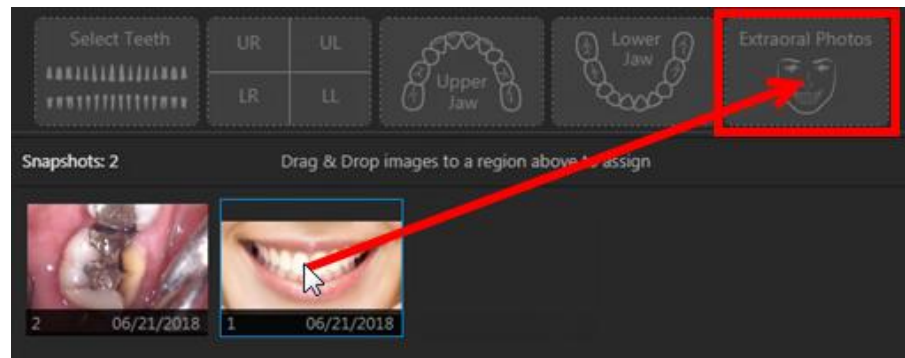


If you drag snapshots to the **Select Teeth** box, the **Assign Tooth Numbers** dialog box appears. Select the correct teeth, and then click (or tap) **Assign Teeth**.



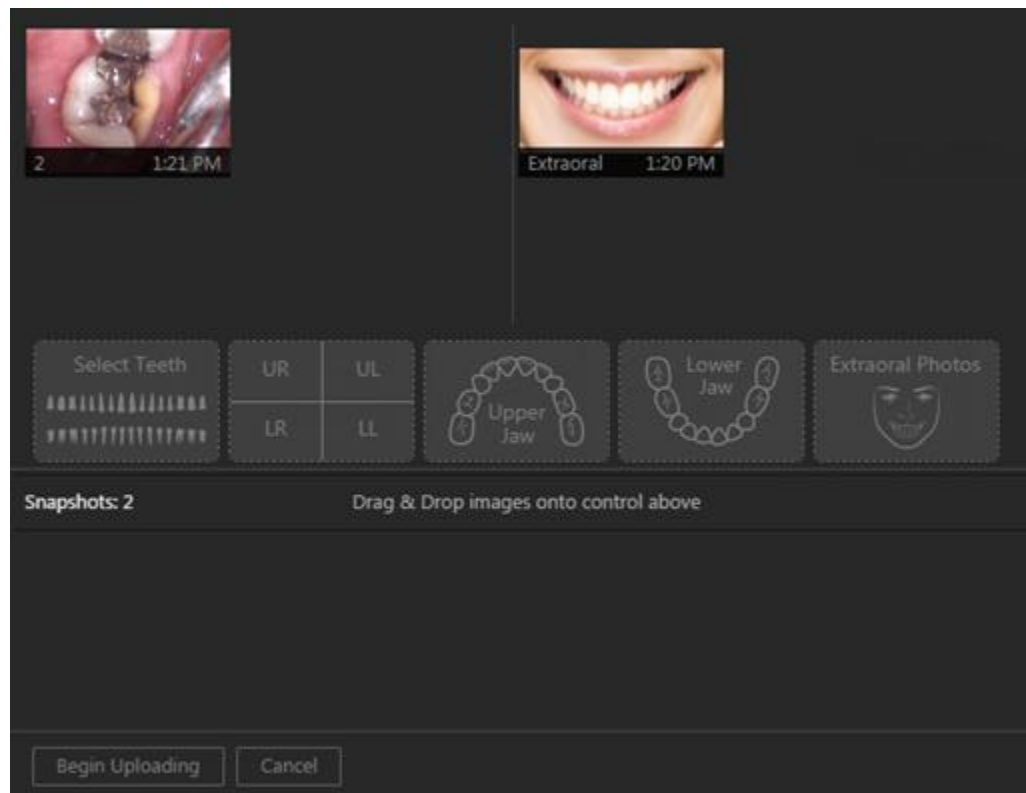
- To save one or more snapshots as extraoral images, select the snapshots that are extraoral images (and be sure to deselect

snapshots that are not extraoral images), and then drag them to the **Extraoral Photos** box.



- To save the snapshots on the snapshot panel as intraoral images but not assign tooth numbers at this time, leave those snapshots on the snapshot panel.

Intraoral images with assigned tooth numbers appear on the left side of the preview area, extraoral images appear on the right side of the preview area, and images without assigned tooth numbers (which will be saved as intraoral images) appear on the snapshot panel.



Note: If you have a mix of intraoral and extraoral images, the intraoral images will be saved as one acquisition, and the extraoral images will be

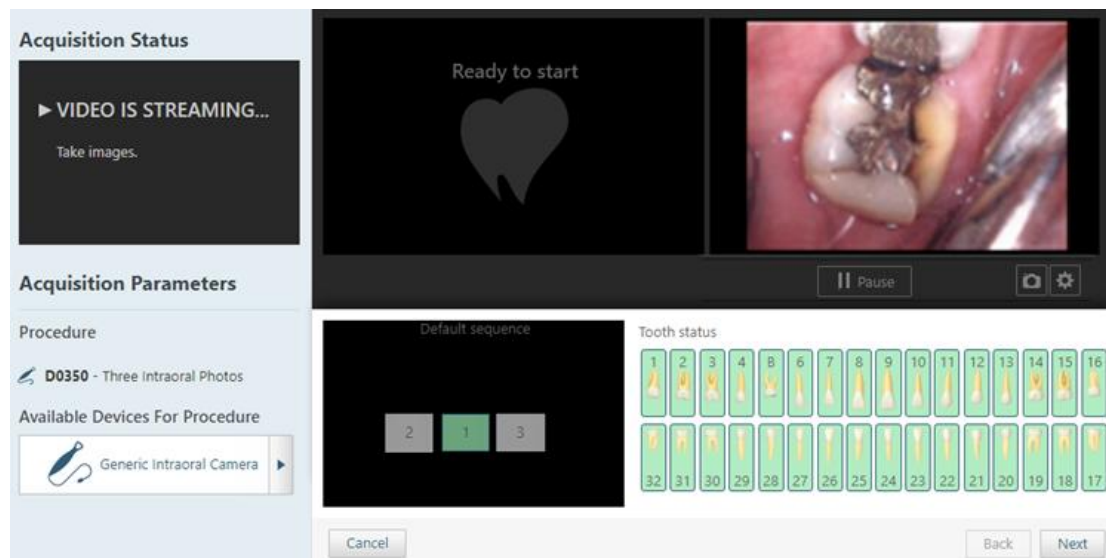
saved as another acquisition in the patient's imaging history in Imaging; however, all the images will be associated with one procedure (D0350 or D0703), which will appear in the patient's progress notes with two imaging icons.

- e. Click (or tap) **Begin Uploading** to save the images to the patient's record
- f. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Set of images with a camera (applicable only for a custom imaging procedure)

The first step in the acquisition sequence is selected automatically (as indicated by the green, numbered box) on the sequence diagram, and the applicable teeth are selected on the **Tooth status** chart for your reference.

Also, the live video stream from your camera appears.



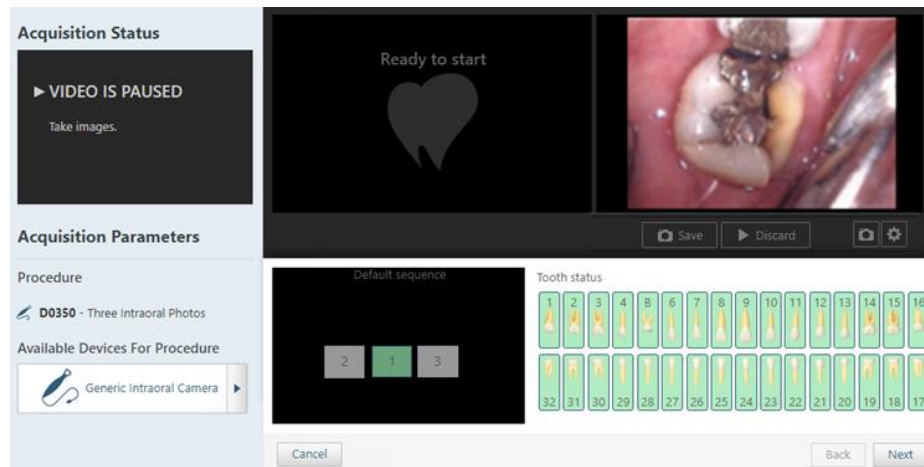
Notes:

- To tune your camera's settings, you can click (or tap) the **Tune Camera** button .
- If you need to change the acquisition device, click (or tap) **Pause** to pause the video stream, select a different device on the **Available Devices for Procedure** menu, and then click (or tap) **Discard** to resume the video stream.
- To skip ahead in the acquisition sequence by one step, click (or tap) **Next** (this button is available only if the current step in the sequence is not the last step).
- To go backward in the acquisition sequence by one step, click (or tap) **Back** (this button is available only if the current step in the sequence is not the first step).

- If the acquisition stops because of a device error, fix the issue, click (or tap) **Start Acquisition**, and then proceed with the acquisition.

Do the following:

- Point the camera at the patient or at the correct area inside the patient's mouth.
- To pause or freeze the live video stream, with the camera properly positioned, do one of the following:
 - Press the button on your camera.
 - Click (or tap) **Pause**.

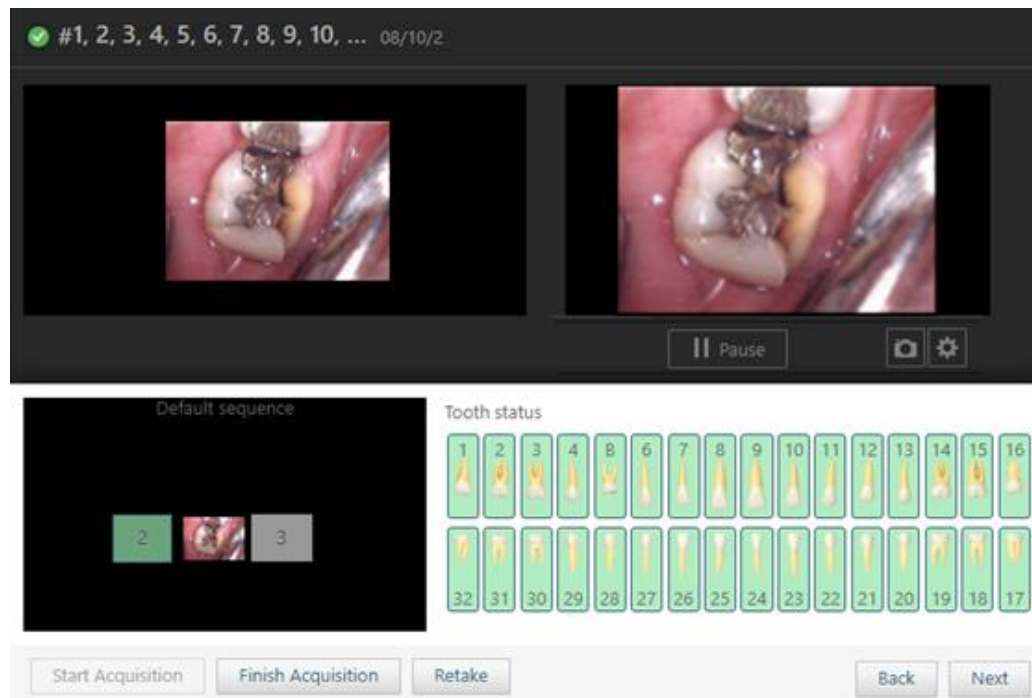


- To capture the current video frame, do one of the following:
 - Press the button on your camera.
 - Click (or tap) **Save**.

Notes:

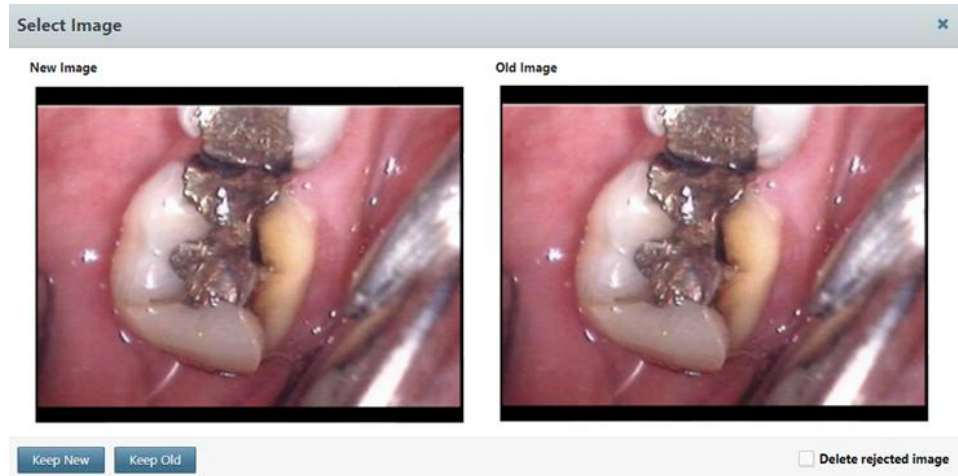
- If alternative button functionality has been enabled for your camera in the acquisition agent preferences, you can push the button twice to not capture the current video frame.
- To return to a live video stream without capturing the current video frame, click (or tap) **Discard**.

A preview of the resulting image appears. Also, if the image that you just acquired was not for the last step in the acquisition sequence, the next step in the acquisition sequence is selected automatically (as indicated by the green, numbered box) on the sequence diagram, the applicable teeth are selected on the **Tooth status** chart for your reference, and the video stream automatically becomes live again.

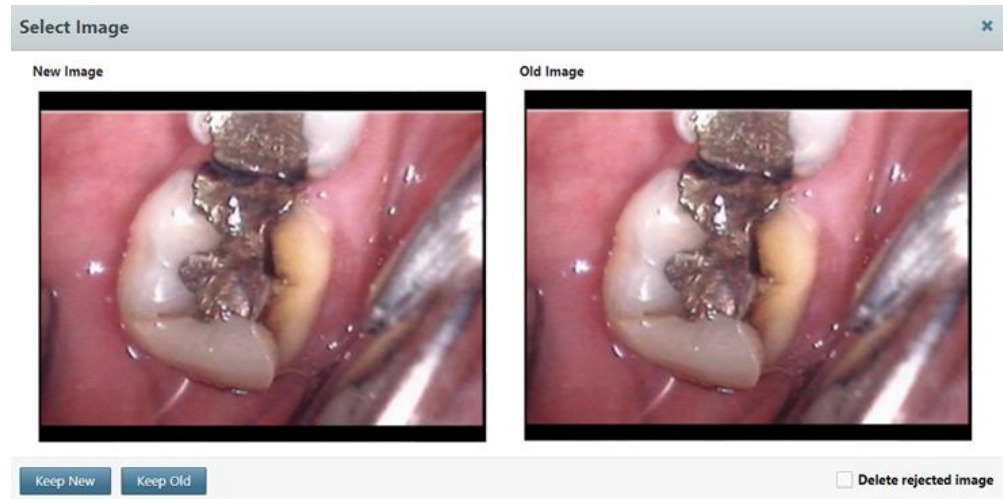


Notes:

- If you acquire an image for a step in the acquisition sequence that already has an image, the **Select Image** dialog box appears. The recaptured image appears on the left under **New Image**. The existing image appears on the right under **Old Image**. Either leave the **Delete rejected image** checkbox selected to have the rejected image be deleted when you choose one of the "Keep" options, or clear the checkbox to have the rejected image be hidden when you choose one of the "Keep" options. Then, click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.



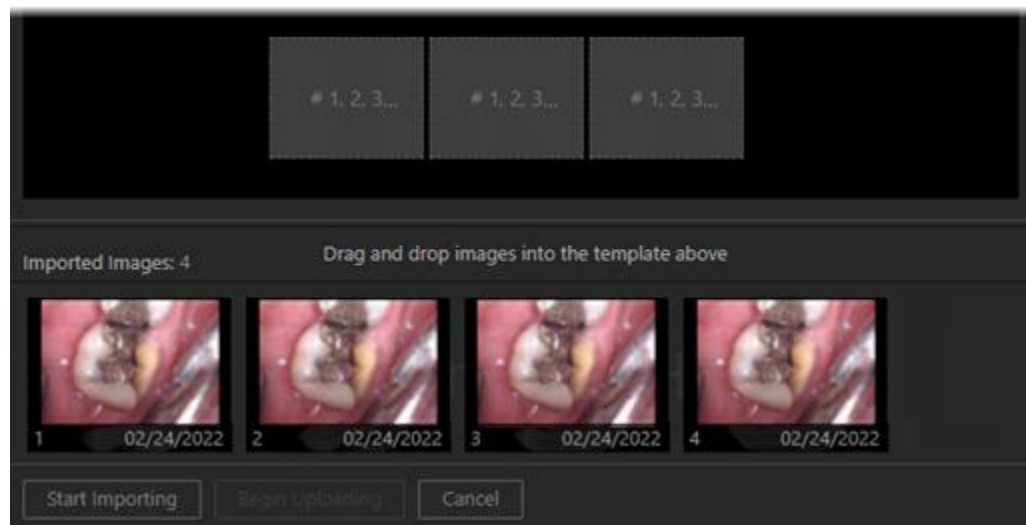
- To stop the acquisition session before you finish acquiring the entire set of photos, click (or tap) **Finish Acquisition**. You can resume the incomplete exam later if necessary.
- To skip ahead in the acquisition sequence one step, click (or tap) **Next**. This button is available only if the current step in the sequence is not the last step.
- To go backward in the acquisition sequence one step, click (or tap) **Back**. This button is available only if the current step in the sequence is not the first step, and if the previous step in the sequence does not have an image.
- To replace the image that you acquired for the selected step of the acquisition sequence, click (or tap) **Retake**. With the camera properly positioned, click (or tap) **Pause** to pause the video stream, and then click (or tap) **Save** to capture the current video frame. The **Select Image** dialog box appears. Either leave the **Delete rejected image** checkbox clear to have the rejected image be hidden when you choose one of the "Keep" options, or select the checkbox to have the rejected image be deleted when you choose one of the "Keep" options. Then, click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.



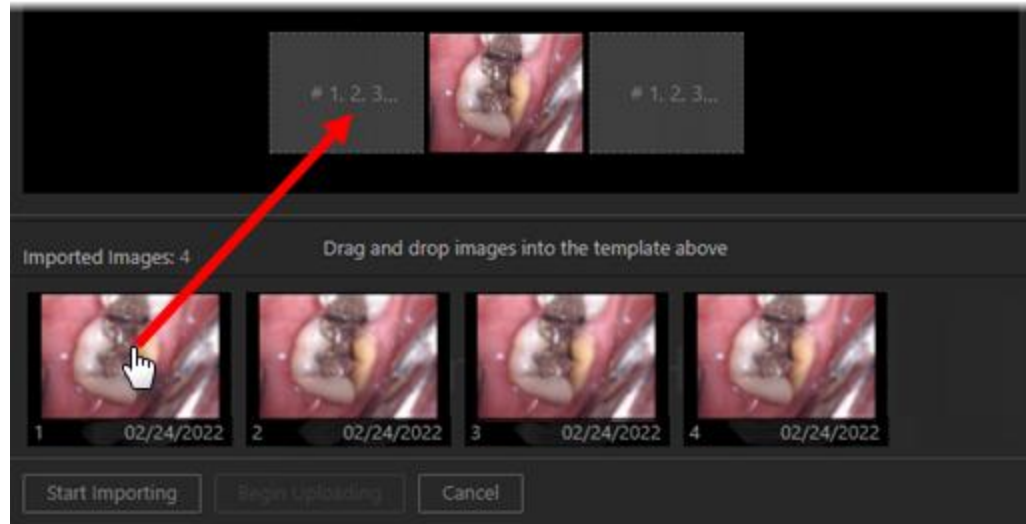
- d. Repeat steps a-c until you finish acquiring images for the set.
Set of images with a third-party program (TWAIN or bridge)

Do the following:

- a. Use the options in the third-party TWAIN interface or imaging program that opens to get ready to acquire images.
- b. Use the camera to capture images of the patient or the correct areas inside the patient's mouth.
- c. Close the third-party TWAIN interface or imaging program.
 The images that you acquired in the third-party imaging program appear as thumbnail images on the panel at the bottom of the Imaging program.



- d. One at a time, drag the thumbnail images from the panel to the correct boxes of the template.



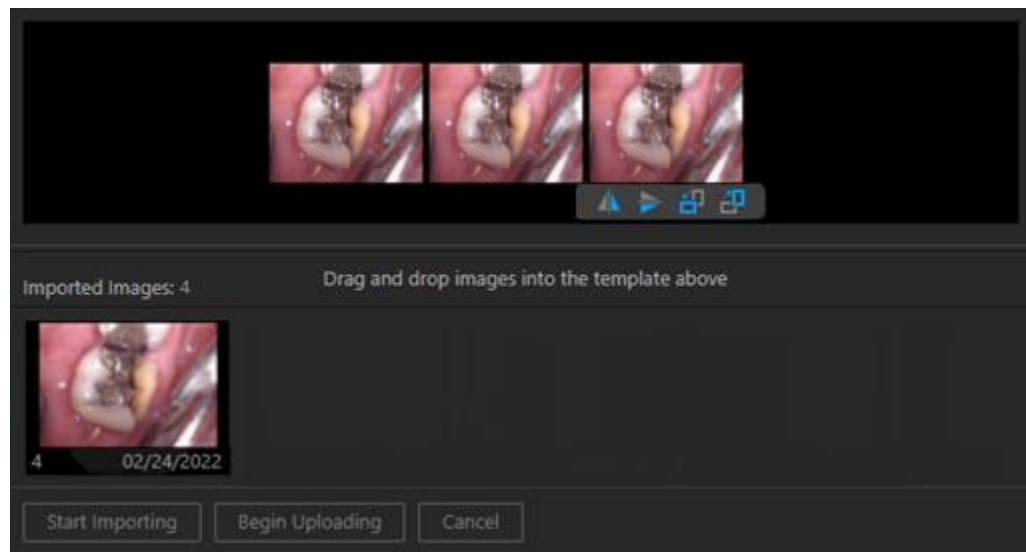
- e. As needed, do any of the following:
- To stack multiple images in one template slot, drag either a thumbnail image from the panel at the bottom or an image from a template slot to a template slot that already has an image assigned. That image is put on the top of the image stack for that template slot (but you can choose a different image to be on top).
 - To choose the top image for a template slot with multiple images, navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed. The image that is visible in the stack when you click (or tap) **Begin Uploading** will be set as the top image of the stack.



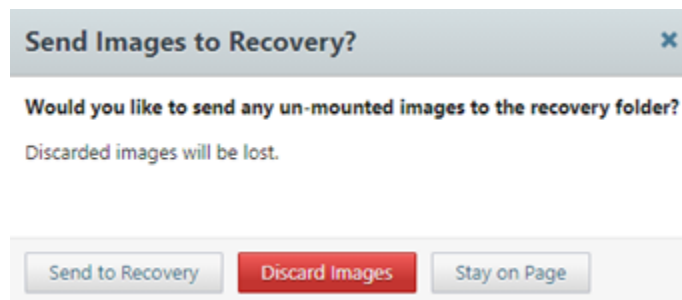
- To change the orientation of an image in the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



- To remove an image from the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), and then drag the image back to the panel at the bottom.
- f. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



- g. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



Click one of the following buttons:

- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
 - **Discard Images** - To delete the unassigned images permanently.
 - **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.
- h. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Acquiring extraoral X-rays

You can acquire extraoral X-rays (panorex and cephalograms) with digital equipment, phosphor plates, and third-party programs.

Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

To acquire an extraoral X-ray

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.

Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
3. Select **Acquire images**.

Notes:

- Alternatively, you can press **Alt+X** to start the acquisition process (instead of using the **Acquire Images** option on the **Imaging** tab's menu). To use this keyboard shortcut, you must be viewing the patient's clinical record (on the **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging** tab).
- If the acquisition agent is not installed, the **Acquisition Activation** dialog box appears. Click (or tap) the **Click here** link to download the acquisition agent installer. Then, click (or tap) **Done**. After you install the acquisition agent and the drivers for your acquisition devices, you can begin acquiring images.
- If you have not already accepted the diagnostic use policy, the **Diagnostic Use Warning** dialog box appears. To begin using the imaging features, you must select the **I accept the above-mentioned policy** checkbox, and then click (or tap) **Accept & Go to Imaging**.

Diagnostic Use Warning

Imaging software is designed to be operated by dental care professionals whom are trained in providing dental care to patients.

To effectively operate the Dentrix Ascend Imaging software, it is Strongly Recommended that all users obtain dedicated training on the software; prior to use on patients.

Imaging Users must practice and learn using the software, features, and be comfortable using digital imaging equipment; prior to use on patients.

Read and understand the [Imaging User's Guide](#) in its entirety; prior to use on patients.

This software contains advanced imaging filters which can accentuate specific detail in an x-ray image to aide in diagnosis. Note: All sharpening filters can create artifacts and therefore the use of this software and imaging filters must be used in combination with other diagnostic aides and clinical experience to form a final diagnosis.

Calibration of measurements to a known length object will assure accurate measurements, otherwise measurement results may be less accurate because of inherent distortion in certain x-ray images.

Do not operate Imaging software upon patients if you are feeling ill, fatigued, or if you are experiencing lack of concentration.

☒ I accept the above-mentioned policy

Accept & Go to Imaging
Cancel

The options for acquiring images become available.

Billing Options

☒ Apply charges
☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites
Standard
Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

Please select a procedure from the list on the left

4. On the navigation panel, select one of the following tabs:
 - **Favorites** - This tab contains the imaging procedures for the current location that have been marked as favorites. This tab is available only if there are favorite imaging procedures for the current location. If there are

favorite imaging procedures for the current location, this tab is selected by default.

- **Standard** - This tab contains the standard imaging procedures that come with Imaging. This tab is available for all locations. If there are not any favorite imaging procedures for the current location, this tab is selected by default.

Note: The **Custom** tab, even if it is available, does not contain imaging procedures for extraoral X-rays.

5. Select an imaging procedure that corresponds to the acquisition type for an extraoral X-ray: **Panoramic** or **Cephalometric**.
The options for the selected procedure become available.

The screenshot displays the 'Panoramic' procedure selection screen. On the left, the 'Billing Options' section includes checkboxes for 'Without interpretation/analysis using code D0701', 'Apply charges', and 'Bill to insurance'. Below this is a 'Select provider' dropdown menu showing 'DSMITH - Dennis Smith'. A tabbed interface at the bottom of the left panel shows 'Favorites', 'Standard', and 'Custom' tabs, with 'Standard' selected. A list of procedures is shown below the tabs, with 'Panoramic' (D0330) highlighted. Other procedures include '7 Bitewings + 3 Periapicals' (7VBW3PA), 'Cephalometric' (D0340), '2D Oral/Facial Photos' (D0350), 'CAD/CAM Scan' (CADCAM), and 'CBCT Volume' (VOLUME). On the right, the 'Panoramic' title is displayed with a star icon. Below it is an information box stating: 'Information: Make sure the patient is positioned in the machine before you click the Proceed with Acquisition button.' Further down are 'Input' and 'Import' buttons. The 'Acquisition method for this imaging exam' section shows 'Instrumentarium OP30' with a play button icon. At the bottom right is a large 'Start' button.

6. Under **Billing Options**, set up the following options:
 - **Without interpretation/analysis** - If no interpretation or analysis of the acquired image will be done in your office, to use an alternative procedure code, do one of the following:
 - For a panorex, select the **Without interpretation/analysis using code D0701** checkbox.
 - For a cephalogram, select the **Without interpretation/analysis using code D0702** checkbox.
 - **Apply charges** - To post the fee for the selected procedure (such as D0330), select the checkbox. To post a zero amount for the procedure, clear the checkbox.
 - **Bill to insurance** - To bill the patient's insurance carrier for the procedure, select the checkbox. To not bill the patient's insurance carrier for the procedure, clear the checkbox.

- **Select provider** - From the list, select the provider who you want to associate with the procedure.
Note: Only providers who have access to the current location and who are flagged as charting providers are available for selection. Also, the provider who is selected by default is determined by the current location's **Default procedure provider** setting.

7. Set up the acquisition options for extraoral X-rays.
Do the following:

- a. On the **Input** tab, select the correct device on the **Available Devices** menu if it is not already selected.

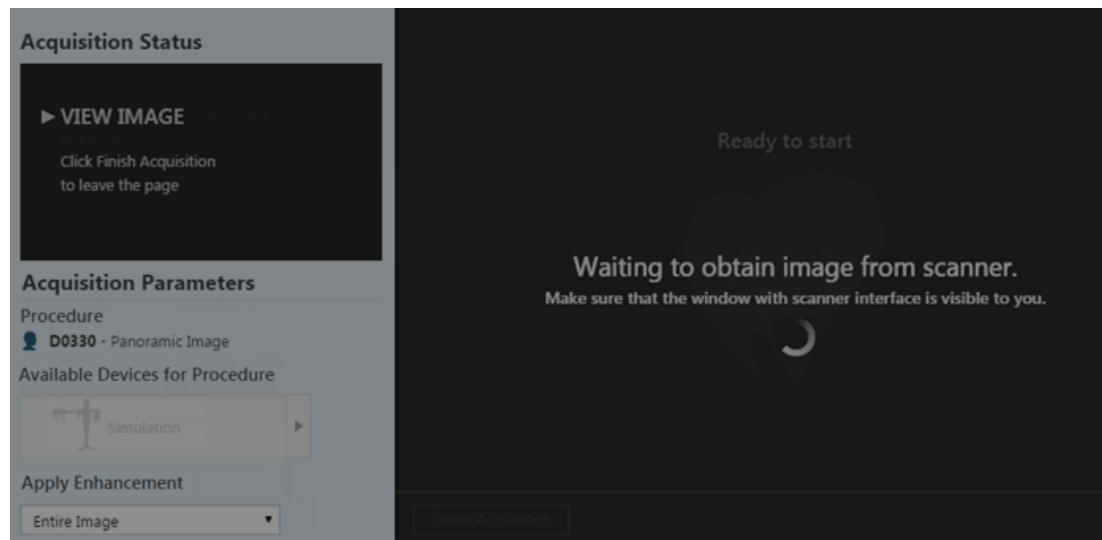


Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

8. Acquire the extraoral X-ray with the specified device.
With a digital panoramic or cephalometric unit

Do the following:

- a. Position the patient properly for your extraoral X-ray imaging device (for example, place the patient in a stand-up panoramic imaging device).
Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.
- b. Click (or tap) **Start**.
Imaging waits to obtain the image from the device.



Note: If the acquisition stops because of a device error, fix the issue, and then click (or tap) **Start Acquisition** to proceed with the acquisition.

- c. Set the appropriate exposure parameters on your X-ray source's control panel, and then trigger the radiation emission. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)

Note: Radiation from an X-ray source initiates the imaging device to capture an image, and this is controlled by someone triggering the X-ray source. Imaging program does not directly control the X-ray source or exposure settings.

The image is saved to the patient's record.

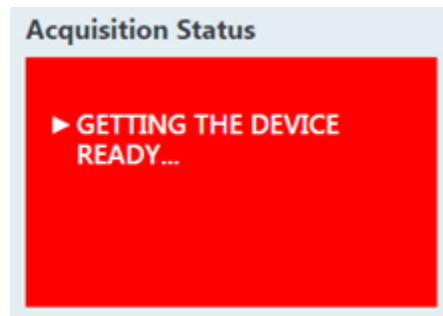
With a phosphor plate scanner

Do the following:

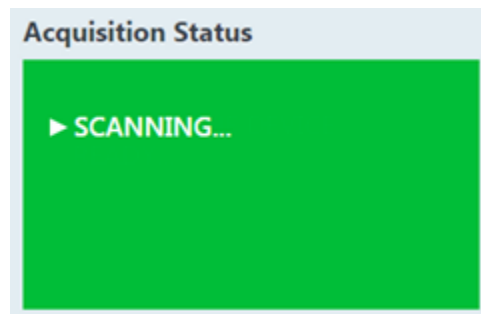
- a. Put a phosphor plate in your extraoral X-ray imaging device according to the manufacturer's instructions.
- b. Position the patient properly for your extraoral X-ray imaging device (for example, place the patient in a stand-up panoramic imaging device).
Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.
- c. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use, and then trigger the radiation emission. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)
Note: Radiation from an X-ray source causes the phosphor plate to capture the image, and this is controlled by someone triggering the X-ray

source. Imaging program does not directly control the X-ray source or exposure settings.

- d. Click (or tap) **Start**.
The scanner is initialized.



Then, the scanner continues preparing to scan.



Then, the scanner becomes ready.

Acquisition Status

▶ WAITING FOR IMAGE

Acquisition Parameters

Procedure

👤 D0330 - Panoramic Image

Available Devices for Procedure

🖱️ ScanX ▶

Apply Enhancement

Entire Image ▼

Note: If the acquisition stops because of a device error, fix the issue, and then click (or tap) **Start** to proceed with the acquisition.

- e. From the **Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the image that will be acquired (**Entire Image**, **For Perio**, **For Endo**), select **Custom** to apply the default custom sharpness level, or select **Not Enhanced** to not apply any enhancement.

Apply Enhancement

Entire Image ▼

Not Enhanced

Entire Image

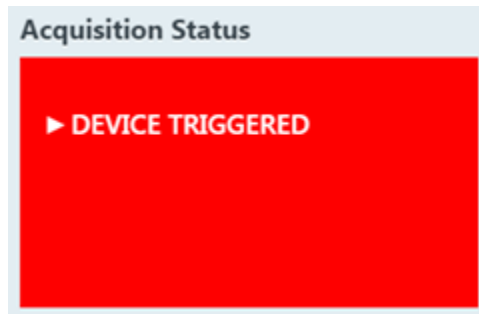
For Perio

For Endo

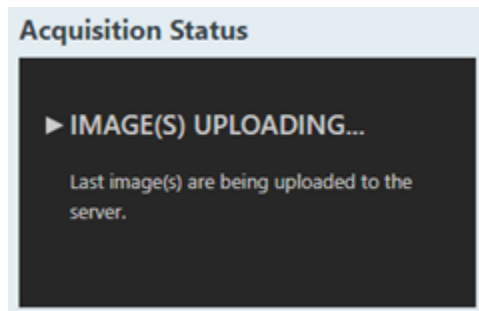
Custom

Note: While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see "Processing images."

- f. Put the phosphor plate, with the edge with the dot or letter pointing up, in the scanner according to the manufacturer's instructions.
The scanner begins scanning the plate.



When the scanner finishes scanning the plate, the resulting image is saved to the patient's record.



With a third-party program (TWAIN or bridge)

Do the following:

- a. Position the patient properly for your extraoral X-ray imaging device (for example, place the patient in a stand-up panoramic imaging device).
Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.
- b. Click (or tap) **Start**.
- c. Use the options in the third-party TWAIN interface or imaging program that opens to get ready to acquire the image.
- d. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use, and then trigger the radiation emission. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)
Note: Radiation from an X-ray source initiates the imaging device (sensor) to capture an image, and this is controlled by someone triggering the X-ray source. Imaging program does not directly control the X-ray source or exposure settings.

- e. Close the third-party TWAIN interface or imaging program.
The image is saved to the patient's record in Imaging automatically.

Acquiring CAD/CAM scans

You can acquire CAD/CAM scans with third-party programs.

Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

To acquire a CAD/CAM scan

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.

Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
3. Select **Acquire images**.

Notes:

- Alternatively, you can press **Alt+X** to start the acquisition process (instead of using the **Acquire Images** option on the **Imaging** tab's menu). To use this keyboard shortcut, you must be viewing the patient's clinical record (on the **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging** tab).
- If the acquisition agent is not installed, the **Acquisition Activation** dialog box appears. Click (or tap) the **Click here** link to download the acquisition agent installer. Then, click (or tap) **Done**. After you install the acquisition agent and the drivers for your acquisition devices, you can begin acquiring images.
- If you have not already accepted the diagnostic use policy, the **Diagnostic Use Warning** dialog box appears. To begin using the imaging features, you must select the **I accept the above-mentioned policy** checkbox, and then click (or tap) **Accept & Go to Imaging**.

Diagnostic Use Warning

Imaging software is designed to be operated by dental care professionals whom are trained in providing dental care to patients.

To effectively operate the Dentrix Ascend Imaging software, it is Strongly Recommended that all users obtain dedicated training on the software; prior to use on patients.

Imaging Users must practice and learn using the software, features, and be comfortable using digital imaging equipment; prior to use on patients.

Read and understand the [Imaging User's Guide](#) in its entirety; prior to use on patients.

This software contains advanced imaging filters which can accentuate specific detail in an x-ray image to aide in diagnosis. Note: All sharpening filters can create artifacts and therefore the use of this software and imaging filters must be used in combination with other diagnostic aides and clinical experience to form a final diagnosis.

Calibration of measurements to a known length object will assure accurate measurements, otherwise measurement results may be less accurate because of inherent distortion in certain x-ray images.

Do not operate Imaging software upon patients if you are feeling ill, fatigued, or if you are experiencing lack of concentration.

☒ I accept the above-mentioned policy

Accept & Go to Imaging
Cancel

The options for acquiring images become available.

Billing Options

☒ Apply charges
☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites
Standard
Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

Please select a procedure from the list on the left

4. On the navigation panel, select one of the following tabs:
 - **Favorites** - This tab contains the imaging procedures for the current location that have been marked as favorites. This tab is available only if there are favorite imaging procedures for the current location. If there are favorite imaging procedures for the current location, this tab is selected by default.
 - **Standard** - This tab contains the standard imaging procedures that come with Imaging. This tab is available for all locations. If there are not any

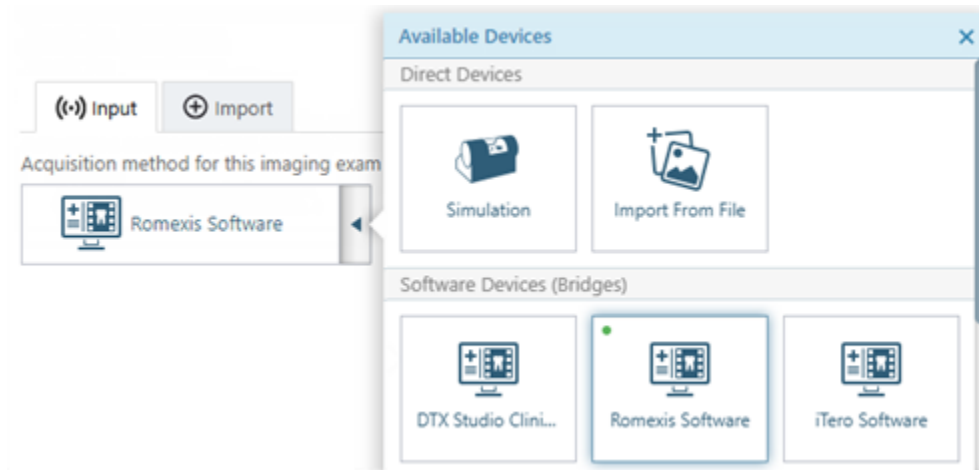
favorite imaging procedures for the current location, this tab is selected by default.

Note: The **Custom** tab, even if it is available, does not contain imaging procedures for CAD/CAM scans.

5. Select the imaging procedure **CAD/CAM Scan**, which corresponds to the only acquisition type for a CAD/CAM scan.
The options for the selected procedure become available.

The screenshot shows a software interface for configuring a CAD/CAM Scan. On the left, under 'Billing Options', there are checkboxes for 'Apply charges' (checked) and 'Bill to insurance' (unchecked). Below this is a 'Select provider' dropdown menu showing 'DSMITH - Dennis Smith'. There are three tabs: 'Favorites' (selected), 'Standard', and 'Custom'. A list of imaging procedures is shown: 'Cephalometric' (D0340), '2D Oral/Facial Photos' (D0350), 'CAD/CAM Scan' (CAD/CAM), and 'CBCT Volume' (VOLUME). The 'CAD/CAM Scan' procedure is highlighted. On the right, the title is '★ CAD/CAM Scan'. Below it is an information box: 'Information: Select a device and choose "Proceed with Acquisition" to start acquisition.' There is a checkbox 'Acquire a 2D image link only' which is checked. Below that are 'Input' and 'Import' buttons. Under 'Acquisition method for this imaging exam', there is a button for 'Romexis Software'. At the bottom right is a large 'Start' button.

6. Under **Billing Options**, set up the following options:
 - **Apply charges** - To post the fee for the selected procedure, select the checkbox. To post a zero amount for the procedure, clear the checkbox.
 - **Bill to insurance** - To bill the patient's insurance carrier for the procedure, select the checkbox. To not bill the patient's insurance carrier for the procedure, clear the checkbox.
 - **Select provider** - From the list, select the provider who you want to associate with the procedure.
Note: Only providers who have access to the current location and who are flagged as charting providers are available for selection. Also, the provider who is selected by default is determined by the current location's **Default procedure provider** setting.
7. On the **Input** tab, select the correct device on the **Available Devices** menu if it is not already selected.



Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

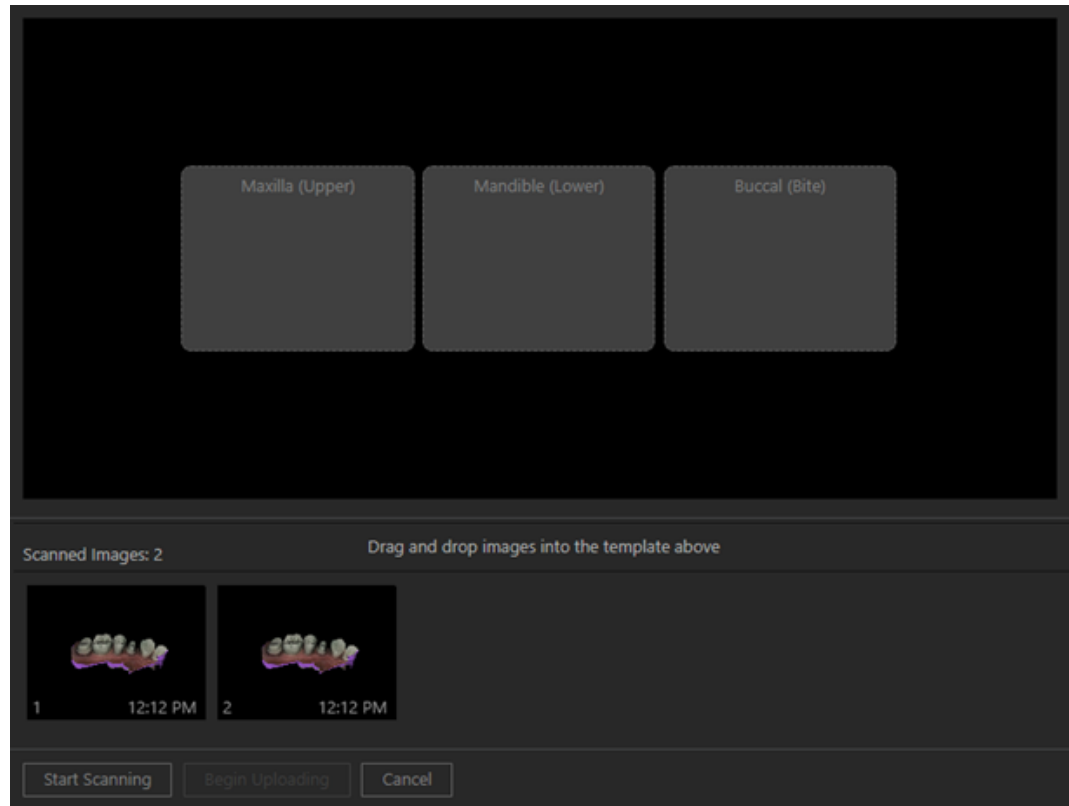
8. If the selected device supports 3D CAD/CAM scan processing within Imaging, the **Acquire a 2D image link only** checkbox is available. Select or clear this checkbox:
 - With this checkbox selected, Imaging displays and saves only a 2D snapshot of the CAD/CAM scan.
 - With this checkbox clear, Imaging displays and saves the full CAD/CAM scan (you can save a 2D snapshot of that scan later).

Note: The state of this checkbox is saved for the next time you acquire a CAD/CAM scan.

☒ Acquire a 2D image link only

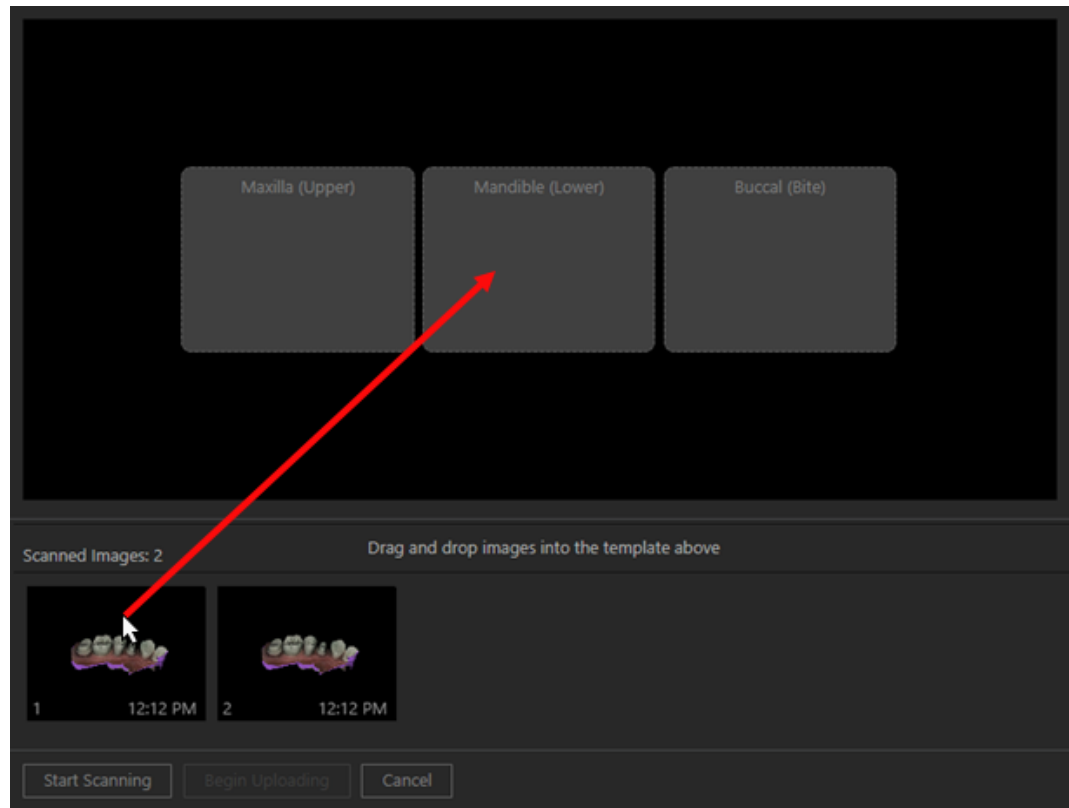
Note: If the selected device does not support 3D CAD/CAM scan processing within Imaging, the **Acquire a 2D image link only** checkbox is not available. When you acquire a CAD/CAM scan using the selected device, Imaging displays and saves only a 2D snapshot of that CAD/CAM scan.

9. Click (or tap) **Start**.
10. Acquire the CAD/CAM scan with the specified device.
Do the following:
 - a. Use the options in the third-party imaging program that opens to get ready to acquire scans.
 - b. Acquire scans in the third-party imaging program.
 - c. Close the third-party imaging program.
The scans that you acquired in the third-party imaging program appear as thumbnail images on the panel at the bottom of the Imaging program.



Note: If a scan has metadata that indicates the orientation (upper, lower, or bite), the image is automatically mounted in the correct slot of the template; however, you can drag the image to another box if necessary. If all the scans are mounted automatically, and you do not need to move any to other orientation boxes, you can skip to step e.

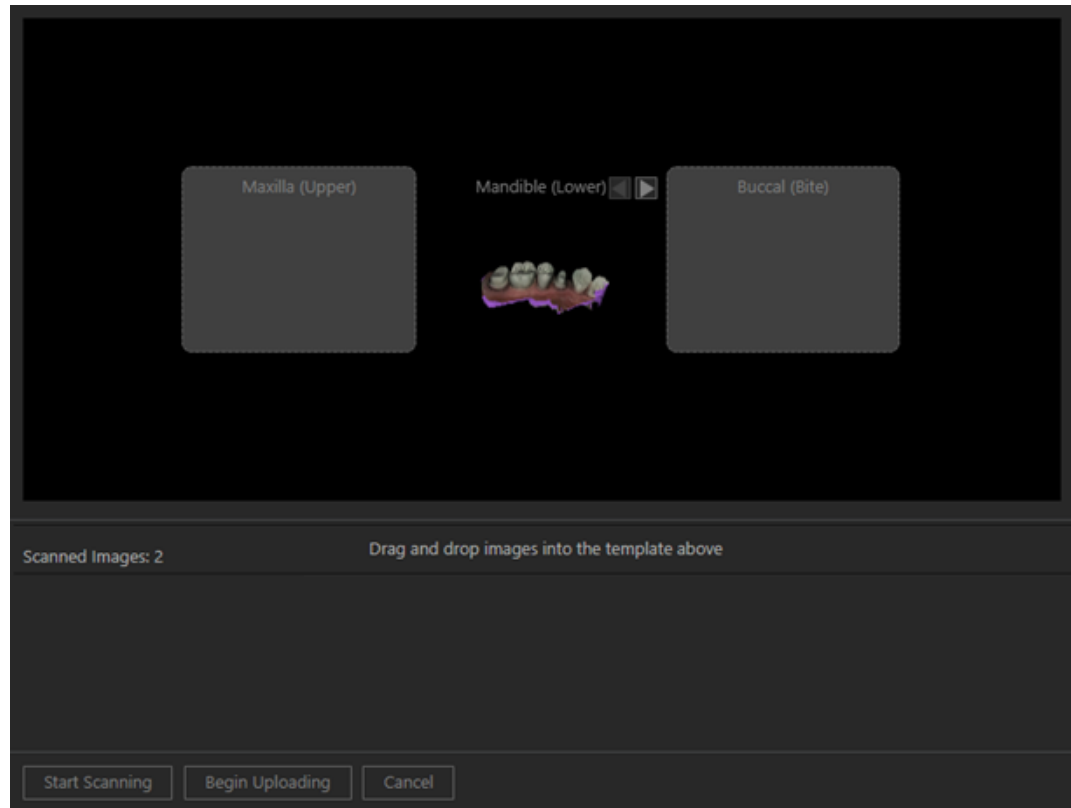
- d. One at a time, drag the thumbnail images from the panel to the correct orientation box of the template: **Maxilla (Upper)**, **Mandible (Lower)**, or **Buccal (Bite)**.



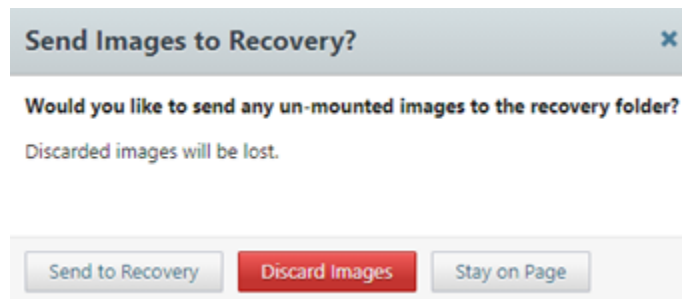
Note: For a template slot with multiple images, you can navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed.



- e. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



- f. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



Click one of the following buttons:

- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
 - **Discard Images** - To delete the unassigned images permanently.
 - **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.
- g. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Acquiring 3D volumes

You can acquire 3D volumes with third-party programs.

Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

To acquire a 3D volume

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
3. Select **Acquire images**.

Notes:

- Alternatively, you can press **Alt+X** to start the acquisition process (instead of using the **Acquire Images** option on the **Imaging** tab's menu). To use this keyboard shortcut, you must be viewing the patient's clinical record (on the **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging** tab).
- If the acquisition agent is not installed, the **Acquisition Activation** dialog box appears. Click (or tap) the **Click here** link to download the acquisition agent installer. Then, click (or tap) **Done**. After you install the acquisition agent and the drivers for your acquisition devices, you can begin acquiring images.
- If you have not already accepted the diagnostic use policy, the **Diagnostic Use Warning** dialog box appears. To begin using the Imaging features, you must select the **I accept the above-mentioned policy** checkbox, and then click (or tap) **Accept & Go to Imaging**.

Diagnostic Use Warning

Imaging software is designed to be operated by dental care professionals whom are trained in providing dental care to patients.

To effectively operate the Dentrix Ascend Imaging software, it is Strongly Recommended that all users obtain dedicated training on the software; prior to use on patients.

Imaging Users must practice and learn using the software, features, and be comfortable using digital imaging equipment; prior to use on patients.

Read and understand the [Imaging User's Guide](#) in its entirety; prior to use on patients.

This software contains advanced imaging filters which can accentuate specific detail in an x-ray image to aide in diagnosis. Note: All sharpening filters can create artifacts and therefore the use of this software and imaging filters must be used in combination with other diagnostic aides and clinical experience to form a final diagnosis.

Calibration of measurements to a known length object will assure accurate measurements, otherwise measurement results may be less accurate because of inherent distortion in certain x-ray images.

Do not operate Imaging software upon patients if you are feeling ill, fatigued, or if you are experiencing lack of concentration.

☒ I accept the above-mentioned policy

Accept & Go to Imaging
Cancel

The options for acquiring images become available.

Billing Options

☒ Apply charges
☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites

☐ Standard
☒ Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

Please select a procedure from the list on the left

4. On the navigation panel, select one of the following tabs:
 - **Favorites** - This tab contains the imaging procedures for the current location that have been marked as favorites. This tab is available only if there are favorite imaging procedures for the current location. If there are

favorite imaging procedures for the current location, this tab is selected by default.

- **Standard** - This tab contains the standard imaging procedures that come with Imaging. This tab is available for all locations. If there are not any favorite imaging procedures for the current location, this tab is selected by default.

Note: The **Custom** tab, even if it is available, does not contain imaging procedures for 3D volumes.

5. Select the imaging procedure **CBCT Volume**, which corresponds to the only acquisition type for a 3D volume.
The options for the selected procedure become available.

6. Under **Billing Options**, set up the following options:
 - **Apply charges** - To post the fee for the selected procedure, select the checkbox. To post a zero amount for the procedure, clear the checkbox.
 - **Bill to insurance** - To bill the patient's insurance carrier for the procedure, select the checkbox. To not bill the patient's insurance carrier for the procedure, clear the checkbox.
 - **Select provider** - From the list, select the provider who you want to associate with the procedure.
Note: Only providers who have access to the current location and who are flagged as charting providers are available for selection. Also, the provider who is selected by default is determined by the current location's **Default procedure provider** setting.
7. Set up the acquisition options for 3D volumes.
Do the following:
 - a. In the **Acquisition type** list, select the procedure that will be posted.

Acquisition type

D0364 - Limited Field of View

D0365 - Mandible

D0366 - Maxilla

D0367 - Both Jaws

D0368 - TMJ

☒ With interpretation/analysis

☒ Acquire a 2D image link only

Choose a sextant to continue

- b. With **Mandible**, **Maxilla**, **Both Jaws**, or **TMJ** selected in the **Acquisition type** list, the applicable teeth are selected on the **Tooth chart** automatically for your reference. However, if **Limited Field of View** is selected, select the correct teeth on the **Tooth chart** by clicking (or tapping) one of the teeth in each applicable sextant or by clicking (or tapping) somewhere within the square bracket of each applicable sextant.

Acquisition type

D0364 - Limited Field of View

D0365 - Mandible

D0366 - Maxilla

D0367 - Both Jaws

D0368 - TMJ

☒ With interpretation/analysis

☒ Acquire a 2D image link only

Choose a sextant to continue

Tooth chart

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17

Clear selected

Note: To deselect all selected teeth, click (or tap) the **Clear selected** link. The link is available only if you have selected teeth manually.

- c. If no interpretation or analysis of the acquired 3D volume will be done in your office, to use the alternative procedure code for the selected procedure in the **Acquisition type** list, clear the **With interpretation/analysis** checkbox.

Acquisition type

D0380 - Limited Field of View

D0381 - Mandible

D0382 - Maxilla

D0383 - Both Jaws

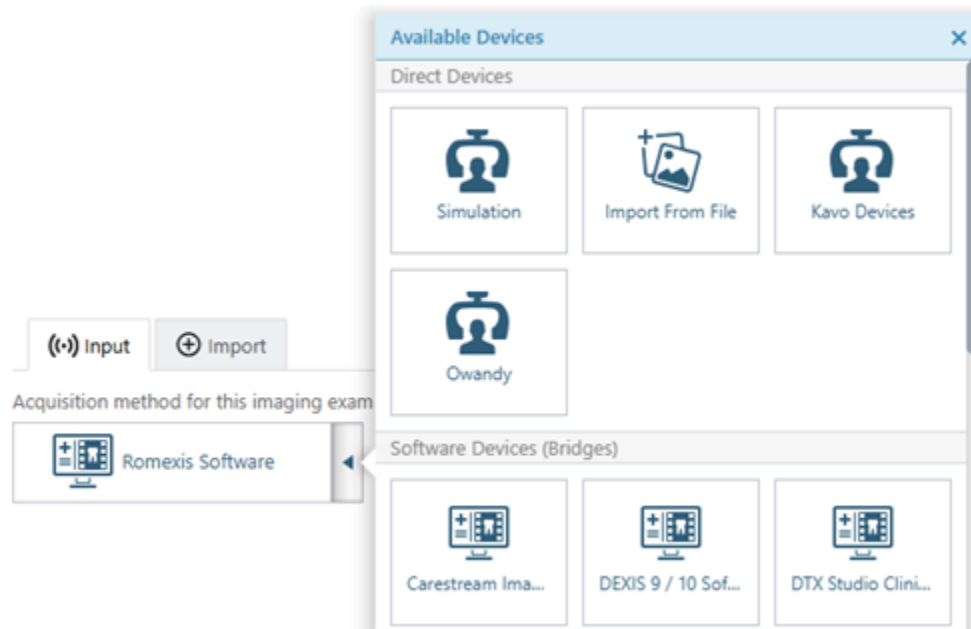
D0384 - TMJ

☐ With interpretation/analysis

☒ Acquire a 2D image link only

Note: The codes for the procedures in the **Acquisition type** list change as you select or clear the **With interpretation/analysis** checkbox.

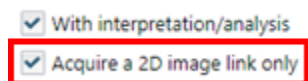
- d. On the **Input** tab, select the correct device on the **Available Devices** menu if it is not already selected.



Note: For the complete list of acquisition devices that are supported by Imaging, see "Supported Acquisition Devices."

- e. If the selected device supports 3D volume processing within Imaging, the **Acquire a 2D image link only** checkbox is available. Select or clear this checkbox:
- With this checkbox selected, Imaging displays and saves only a 2D snapshot of the 3D volume.
 - With this checkbox clear, Imaging displays and saves the full 3D volume (you can save a 2D snapshot of that volume later).

Note: The state of this checkbox is saved for the next time you acquire a 3D volume.



Note: If the selected device does not support 3D volume processing within Imaging, the **Acquire a 2D image link only** checkbox is not available. When you acquire a 3D volume using the selected device, Imaging displays and saves only a 2D snapshot of that 3D volume.

8. Click (or tap) **Start**.
9. Acquire the 3D volume.
Do the following:

- a. Use the options in the third-party imaging program that opens to get ready to acquire a 3D volume.
 - b. Acquire the 3D volume in the third-party imaging program.
 - c. Close the third-party imaging program.
The resulting 3D volume or a 2D snapshot of the resulting 3D volume is saved to the patient's record.
10. If a full 3D volume is being displayed, to save a 2D snapshot of the 3D volume, change the **Coronal**, **Axial**, and **Sagittal** views as needed (for example, by rotating anatomy and navigating slices), and then click **Snapshot**. The snapshot is saved to the patient's record as "CBCT 2D Snapshot." Repeat this process as needed to save other snapshots.



Note: Slice plane indicators (cross hairs) do not appear on a snapshot.

Acquiring an image for selected teeth

You can quickly acquire an image for the teeth that are selected on a patient's clinical chart.

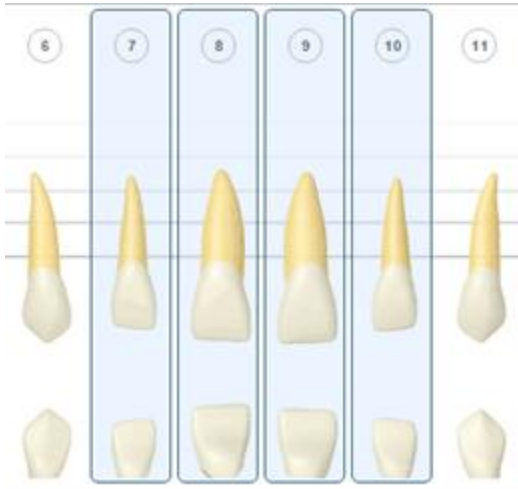
To acquire an image

1. Use the **Patient Search** box to access a patient's record.

Notes:

- If the last patient record you accessed since you last logged on is the correct patient's record, you do not need to re-enter the patient's name in the **Patient Search** box.

- You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. On the **Patient** menu, under **Clinical**, select **Chart**.
The patient's clinical record opens with the **Chart** tab selected.
 3. Select one or more teeth.



4. Do one of the following:
 - If you have selected teeth for a periapical image, on the **Imaging** tab's menu, select **PA Quick acquire**.
The options to acquire an image become available. Skip steps 5-8.
 - Select **Acquire images**.
The options for acquiring images become available. Proceed to step 5.
5. On the navigation panel, the **Favorites** tab is selected by default if any imaging procedures for the current location have been marked as favorites; otherwise, the **Standard** tab is selected. However, you can select a different tab. Select the correct tab: **Favorites**, **Standard**, or **Custom**.
Notes:
 - The **Custom** tab is available only if custom imaging procedures exist.
 - The **Favorites** tab is available only if favorite imaging procedures exist for the current location.
6. If the **Favorites** tab is selected by default, the first imaging procedure is selected automatically, but you can select a different procedure. Select the correct procedure (an intraoral periapical or bitewing X-ray image).
The options for the selected procedure become available.

Billing Options

☐ Without interpretation/analysis using code D0707

☒ Apply charges ☒ Bill to insurance

Select provider: DSMITH - Dennis Smith

★ Favorites □ Standard 🔧 Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

★ Choose Periapical

Clear selected

Tooth chart

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17

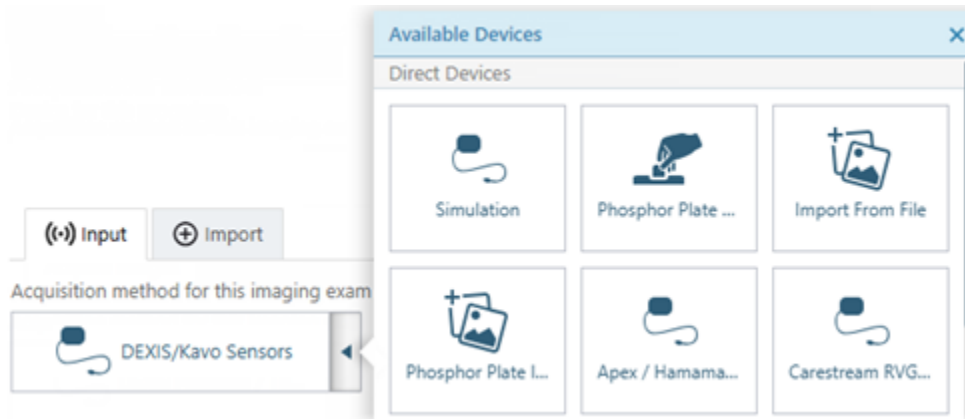
☐ Enable auto-repeat (endo mode/one tooth series)

Acquisition method for this imaging exam

DEXIS/Kavo Sensors

Start

7. Under **Billing Options**, set up the following options:
 - **Without interpretation/analysis** - If no interpretation or analysis of the acquired image will be done in your office, to use an alternative procedure code, select the **Without interpretation/analysis using code D0707** checkbox.
 - **Apply charges** - To post the fee for the selected procedure (such as D0210 for a full mouth series), select the checkbox. To post a zero amount for the procedure, clear the checkbox.
 - **Bill to insurance** - Specify whether you want to bill or not bill the patient's insurance carrier for the procedure by selecting or clearing the checkbox.
 - **Select provider** - Select the provider who you want to associate with the procedure.
Note: Only providers who have access to the current location and who are flagged as charting providers are available. Also, the provider who is selected by default is determined by the current location's **Default procedure provider** setting.
8. On the **Input** tab, select the correct device in the **Available Devices** menu if it is not already selected.

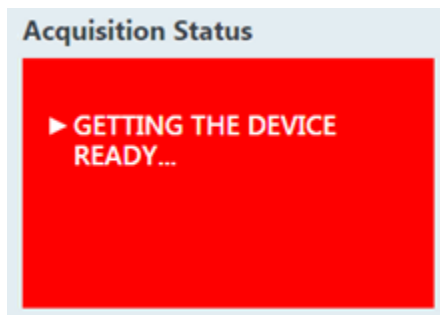


Notes:

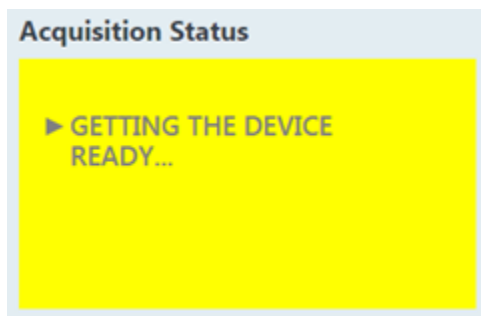
- For the complete list of acquisition devices that are supported by Imaging, see the "Supported Acquisition Devices" section.
 - The first time you attempt to use an intraoral camera with Imaging on any computer, when a message from the browser appears and asks if you want to allow the browser to have access to the camera, allow it.
9. If you are going to use a phosphor plate to capture an intraoral X-ray image, before continuing, capture the radiograph.
Do the following:
- a. For an intraoral image, position a phosphor plate in the patient's mouth, and align your X-ray source cone to point at the phosphor plate, utilizing the paralleling or bisecting angle techniques. Make sure that the edge of the phosphor plate with the dot or letter is pointing upward for all vertical placements or pointing toward the back of the mouth for all horizontal placements.
Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.
 - b. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use and then trigger the radiation emission. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)
Note: Radiation from an X-ray source causes the phosphor plate to capture the image, and this is controlled by someone triggering the X-ray source. Imaging does not directly control the X-ray source or exposure settings.
10. Click (or tap) **Start** and then acquire an image according to the acquisition type of the selected procedure.

Intraoral X-ray

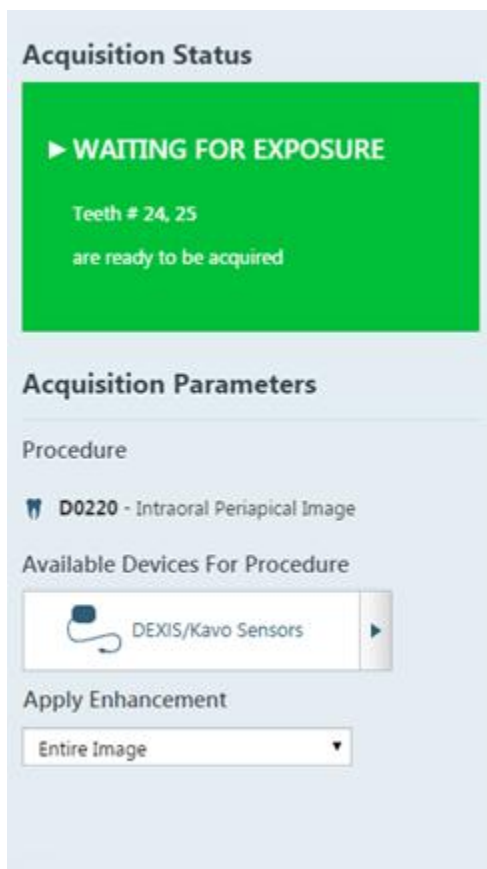
The selected acquisition device is initialized.



Then, the X-ray sensor is armed.



Then, the X-ray sensor becomes ready for exposure.



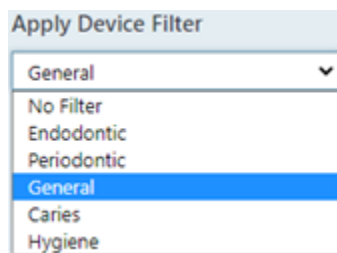
Note: If the acquisition stops because of a device error, fix the issue, and then click (or tap) **Start Acquisition** to proceed with the acquisition.

Do the following:

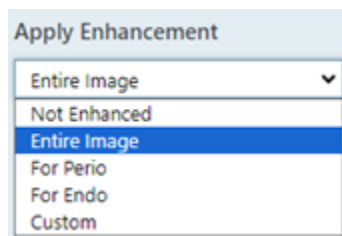
- a. If you need to change the selected acquisition device, select the correct device on the **Available Devices for Procedure** menu.



- b. If applicable to the selected acquisition device, the **Apply Device Filter** list is available. From the list, select the filter that you want to have applied automatically to the image that will be acquired (**Endodontic**, **Periodontic**, **General**, **Caries**, or **Hygiene**), or select **No Filter** to not apply any filter.



- c. From the **Automatically Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the image that will be acquired (**Entire Image**, **For Perio**, **For Endo**), or select **Not Enhanced** to not apply any enhancement.



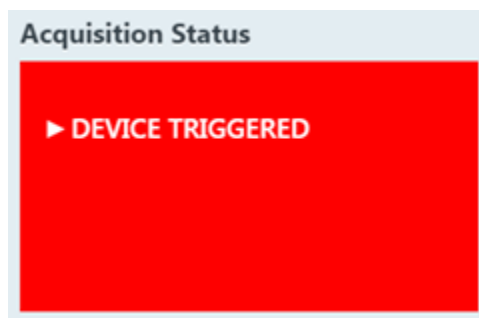
Note: While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see the "Processing images" section.

- d. Position the sensor in the patient's mouth and align your X-ray source cone to point at the sensor, utilizing the paralleling or bisecting angle techniques.

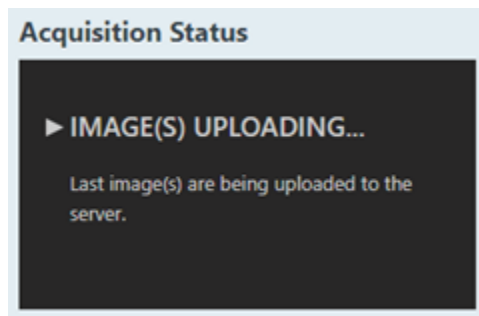
Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.

- e. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use, and then trigger the radiation emission, which initiates the capture of the X-ray image. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)

Note: Radiation from an X-ray source initiates the imaging device (sensor) to capture an image, and this is controlled by someone triggering the X-ray source. Imaging does not directly control the X-ray source or exposure settings.

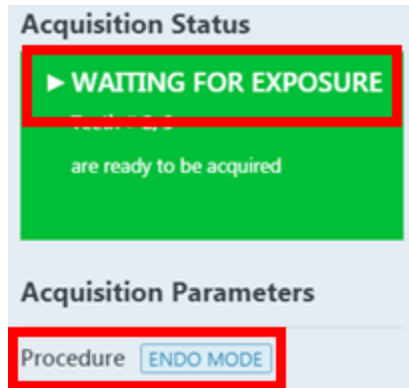


The resulting image is saved to the patient's record.



Then, if you are acquiring in endo mode, the sensor is re-armed automatically and becomes ready for another exposure; otherwise, ignore the following steps.

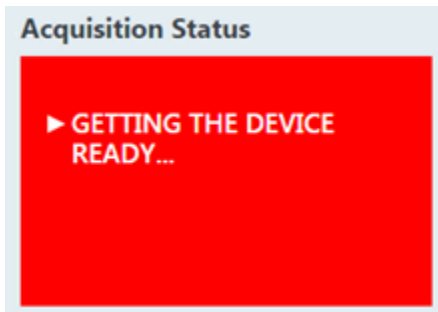
- f. While in endo mode, repeat steps b-c as needed to retake the radiograph until you have acquired a satisfactory image.



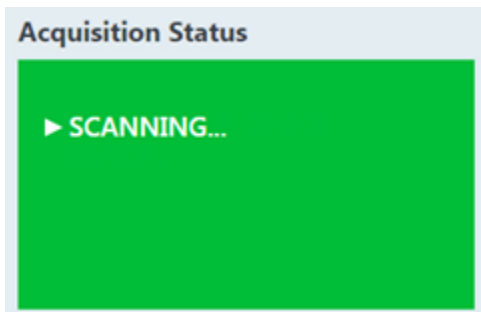
Note: The saved state of the **Smaller/Larger** button , which is available when you are viewing images, affects the preview size of images during acquisitions in endo mode. The state of the button is stored per computer (or device).

g. When you are finished acquiring in endo mode, click (or tap) **Done**.
Intraoral X-ray (using a phosphor plate)

The scanner is initialized.



Then, the scanner continues preparing to scan.



Then, the scanner becomes ready.

Acquisition Status

► **WAITING FOR EXPOSURE**

Teeth # 24, 25
are ready to be acquired

Acquisition Parameters

Procedure

🦷 **D0220** - Intraoral Periapical Image

Available Devices For Procedure

 ScanX ►

Apply Enhancement

Entire Image ▼

Note: If the acquisition stops because of a device error, fix the issue, and then click (or tap) **Start Acquisition** to proceed with the acquisition.

Do the following:

- a. From the **Automatically Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the image that will be acquired (**Entire Image**, **For Perio**, **For Endo**), or select **Not Enhanced** to not apply any enhancement.

Apply Enhancement

Entire Image ▼

Not Enhanced

Entire Image

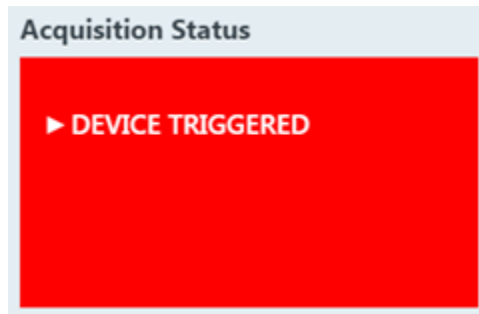
For Perio

For Endo

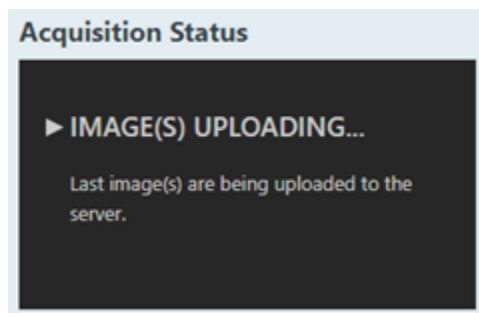
Custom

Note: While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see the "Processing images" section.

- b. Put the phosphor plate, with the edge with the dot or letter pointing up, in the scanner according to the manufacturer's instructions.
The scanner begins scanning the plate.



When the scanner finishes scanning the plate, the resulting image is saved to the patient's record.



Intraoral X-ray (using a software device)

Do the following:

- a. Use the options in the third-party imaging program that opens to get ready to acquire the image.
- b. Position the sensor in the patient's mouth and align your X-ray source cone to point at the sensor, utilizing the paralleling or bisecting angle techniques.

Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.

- c. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use and then trigger the radiation emission. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)

Note: Radiation from an X-ray source initiates the imaging device (sensor) to capture an image, and this is controlled by someone triggering the X-ray source. Imaging does not directly control the X-ray source or exposure settings.

- d. Close the third-party imaging program.
The image is saved to the patient's record in Imaging automatically.

Importing images

You can import image files (.bmp, .png, .jpg, and .tiff files), CAD/CAM scan files (.sty and .ply files), and 3D volume files (.dcm files) from third-party imaging programs to attach to a patient's record in Imaging. Images that have been exported from a third-party imaging program can be for work performed outside the office (such as by a specialist) or for existing work performed by another office (before the patient became a patient of record with your office). When you receive those image files, you can import them as existing procedures or completed procedures.

To import images

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
3. Select **Acquire images**.

The options for acquiring images become available.

The screenshot shows a software interface for acquiring images. On the left, there is a panel with the following elements:

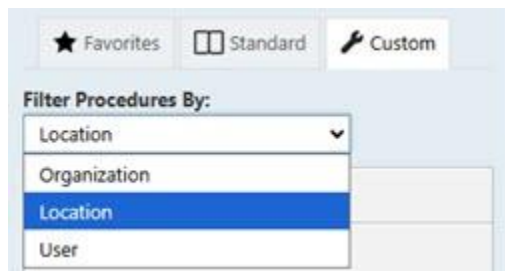
- Billing Options** (with a gear icon):
 - ☒ Apply charges
 - ☒ Bill to insurance
- Select provider**: A dropdown menu showing "DSMITH - Dennis Smith".
- Three tabs: **Favorites** (with a star icon), **Standard** (with a square icon), and **Custom** (with a wrench icon).
- A scrollable list of procedures with their corresponding codes:

Procedure	Code
Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

On the right side of the interface, there is a text prompt: "Please select a procedure from the list on the left".

4. On the navigation panel, select one of the following tabs:

- **Favorites** - This tab contains the imaging procedures for the current location that have been marked as favorites. This tab is available only if there are favorite imaging procedures for the current location. If there are favorite imaging procedures for the current location, this tab is selected by default.
- **Standard** - This tab contains the standard imaging procedures that come with Imaging. This tab is available for all locations. If there are not any favorite imaging procedures for the current location, this tab is selected by default.
- **Custom** - This tab contains custom imaging procedures. This tab is available only if custom imaging procedures exist.
On the **Custom** tab, you can filter procedures according to the following options:
 - **Organization** - Displays all custom procedures that were created in your organization.
 - **Location** - Displays only the custom procedures that were created in the location that you are currently viewing.
 - **User** - Displays only the custom procedures that were created by the user whose account you are currently logged in with.



Note: By default, **Location** is selected the first time you access Imaging. Whichever option you select after that is saved for the next time you view the custom procedures list.

5. Select the correct imaging procedure.

Note: Each procedure corresponds to a particular acquisition type: individual intraoral X-ray, intraoral X-ray series, extraoral X-ray, intraoral photo, extraoral photo, set of photos, CAD/CAM scan, or 3D volume.

The options for the selected procedure become available.

Billing Options

☐ Without interpretation/analysis using code D0709

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites □ Standard ✎ Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272

Full Mouth Series

FMX 18

Default sequence

Acquisition method for this imaging exam

DEXIS/Kavo Sensors

6. Under **Billing Options**, set up the following options:

- **Without interpretation/analysis** - If no interpretation or analysis of the acquired images will be done in your office, to use the alternative procedure code for the selected imaging procedure, select the **Without interpretation/analysis using code [code]** checkbox.
Note: The alternative code that appears varies according to the selected procedure.
- **Apply charges** - To post the fee for the selected procedure (such as D0210 for a full mouth series), select the checkbox. To post a zero amount for the procedure, clear the checkbox.
- **Bill to insurance** - Specify whether you want to bill or not bill the patient's insurance carrier for the procedure by selecting or clearing the checkbox.
- **Select provider** - Select the provider who you want to associate with the procedure.
Note: Only providers who have access to the current location and who are flagged as charting providers are available. Also, the provider who is selected by default is determined by the current location's **Default procedure provider** setting.

7. Set up the acquisition options that correspond to the acquisition type of the selected procedure.

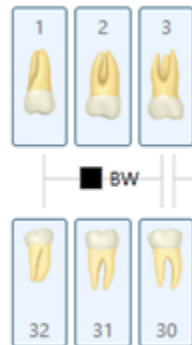
Intraoral X-ray

Do the following:

- a. If applicable for the selected procedure, on the **Tooth chart**, select the correct teeth:
- For an individual bitewing image, at least one tooth of the maxillary arch and at least one tooth of the mandibular arch must be selected.



Note: The **BW** checkboxes are available for quickly selecting the most common teeth for bitewings.



- For an individual periapical or occlusal image, at least one tooth of the maxillary or mandibular arch must be selected.



Note: The brackets are available for quickly selecting posterior teeth on both arches.



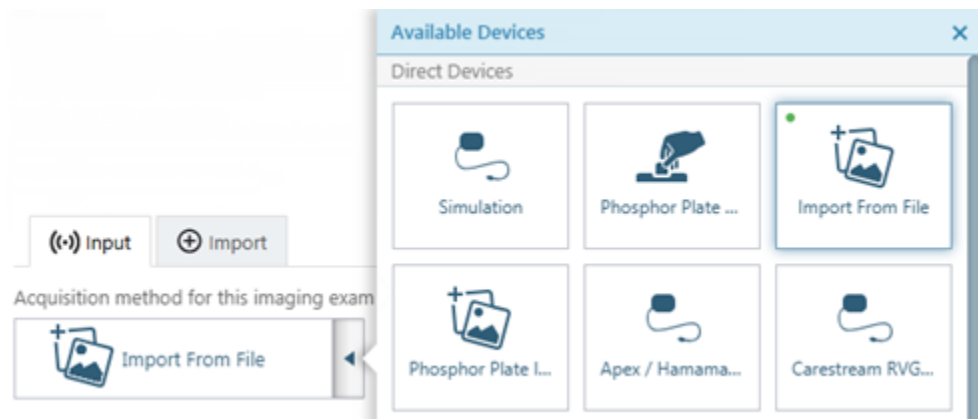
Note: To deselect all selected teeth, click (or tap) the **Clear selected** link.

- b. Make sure that the **Enable auto-repeat** checkbox is not selected.

☐ Enable auto-repeat (endo mode/one tooth series)

- c. Do one of the following:

- On the **Input** tab, select the **Import From File** device on the **Available Devices** menu if it is not already selected.



Note: For the complete list of acquisition devices that are supported by Imaging, see the "Supported Acquisition Devices" section.

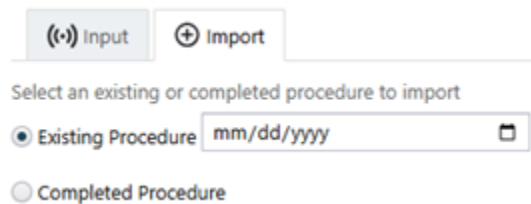
- On the **Import** tab, select one of the following options:
 - Existing Procedure** - Use this for a procedure that was performed prior to today (and may already have been billed to the patient's insurance carrier). Specify the date that the procedure was performed.

Note: With this option selected, the **Apply charges** and **Bill to insurance** checkboxes under **Billing Options** become

unavailable because the procedure will be posted with a zero dollar fee and will not be billed to insurance. The procedure (which will have an "Existing" status) will appear in the patient's clinical record but not on the patient's ledger.

- **Completed Procedure** - Use this for a procedure that you are performing. Today's date and time will be associated with the procedure.

Note: The procedure (which will have a "Completed" status) will appear in the patient's clinical record and on the patient's ledger.

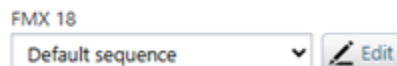


Intraoral X-ray series

Do the following:

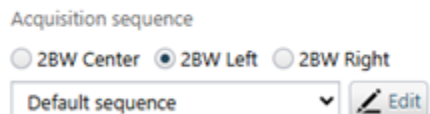
- Specify the acquisition sequence:
 - For a full-mouth series, from the sequence list, select **Default sequence** or a custom order (if available).

★ Full Mouth Series



- For a 2-bitewing series, select the **2BW Center**, **2BW Left**, or **2BW Right** option. Then, from the sequence list, select **Default sequence** or a custom order (if available).

★ Choose 2 Bitewings



Note: Tooth numbers (using default sequence):

- Center - (1) 3, 4, 5, 28, 29, 30; and (2) 12, 13, 14, 19, 20, 21.

- Left - (1) 12, 13, 14, 19, 20, 21; and (2) 14, 15, 16, 17, 18, 19.
 - Right - (1) 1, 2, 3, 30, 31, 32; and (2) 3, 4, 5, 28, 29, 30.
- For a 3-periapical series, select the **Maxillary** or **Mandibular** option. Then, from the sequence list, select **Default sequence** or a custom order (if available).

★ Choose 3 Periapicals

Acquisition sequence

☒ Maxillary ☐ Mandibular

Default sequence

Edit

- For a 4-bitewing + 3-periapical series, select the **Maxillary** or **Mandibular** option. Then, from the sequence list, select **Default sequence** or a custom order (if available).

★ Choose 4 Bitewings + 3 Periapicals

Acquisition sequence

☒ Maxillary ☐ Mandibular

Default sequence

Edit

- For a 4-bitewing + 4-periapical series, select the **4BW + 4PA** or **4BW + 4PA Alt** option. Then, from the sequence list, select **Default sequence** or a custom order (if available).

★ Choose 4 Bitewings + 4 Periapicals

Acquisition sequence

☒ 4BW + 4PA ☐ 4BW + 4PA Alt

Default sequence

Edit

- For a 7-bitewing + 3-periapical series, select the **Maxillary** or **Mandibular** option. Then, from the sequence list, select **Default sequence** or a custom order (if available).

★ Choose 7 Bitewings + 3 Periapicals

Acquisition sequence

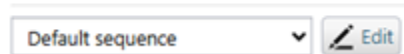
☒ Maxillary ☐ Mandibular

Default sequence

Edit

- For other series (such as 4-bitewing, 7-bitewing, 2-bitewing + 2-occlusal, 2-bitewing + 2-periapical, 4-bitewing + 2-periapical, and 4-bitewing + 6-periapical), from the sequence list, select **Default sequence** or a custom order (if available).

★ 4 Bitewings

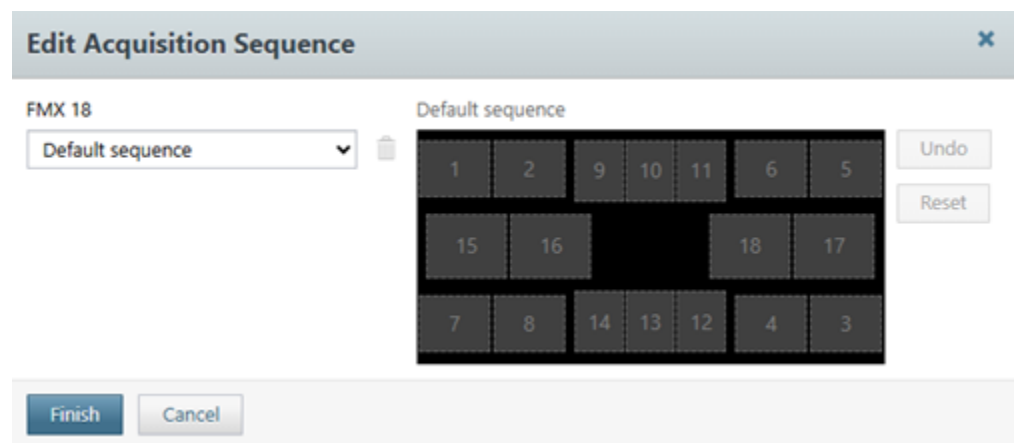


Note: To manage the acquisition sequences for the selected imaging procedure, do the following:

- Next to the sequence list, click (or tap) **Edit**.



The **Edit Acquisition Sequence** dialog box appears.



- Do any of the following:
 - To add a sequence, do the following:
 - Click (or tap) each placeholder of the sequence diagram in the order that you will acquire the images.

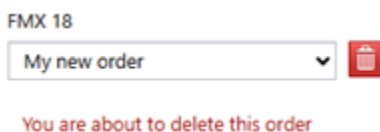


To undo previous order selections, click (or tap) **Undo** as needed. To undo all order selections, click (or tap) **Reset**.

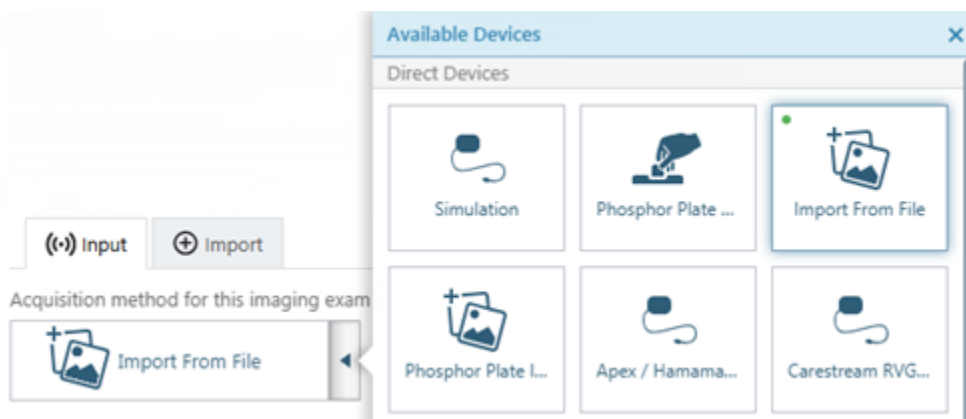
2. When you finish specifying the order for all placeholders, to save the custom sequence for future use, enter a name for the sequence in the **Start typing a new name** box, and then click (or tap) **Save as ([sequence name])**.



- To delete a custom sequence, with that sequence selected in the sequence list, click (or tap) the blue **Delete** button , which then turns red, and then click (or tap) the button again.



- iii. Click (or tap) **Finish**.
- b. Do one of the following:
 - On the **Input** tab, select the **Import From File** device on the **Available Devices** menu if it is not already selected.



Note: For the complete list of acquisition devices that are supported by Imaging, see the "Supported Acquisition Devices" section.

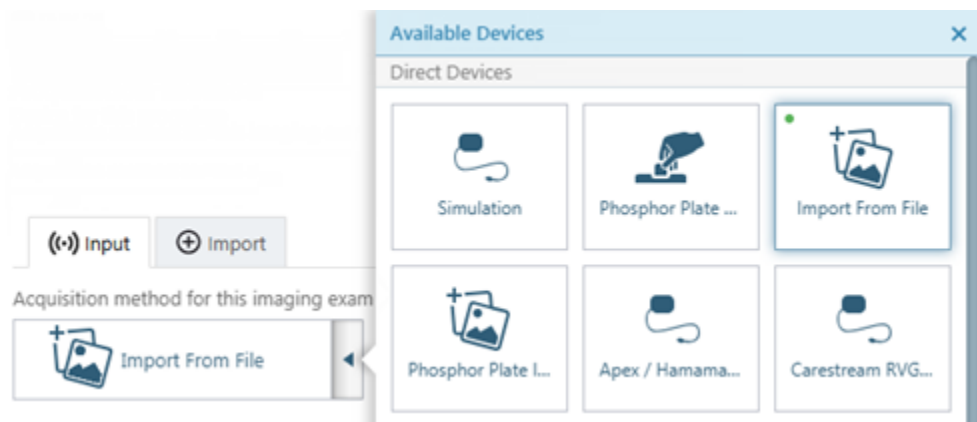
- On the **Import** tab, select one of the following options:

- Existing Procedure** - Use this for a procedure that was performed prior to today (and may already have been billed to the patient's insurance carrier). Specify the date that the procedure was performed.
Note: With this option selected, the **Apply charges** and **Bill to insurance** checkboxes under **Billing Options** become unavailable because the procedure will be posted with a zero dollar fee and will not be billed to insurance. The procedure (which will have an "Existing" status) will appear in the patient's clinical record but not on the patient's ledger.
- Completed Procedure** - Use this for a procedure that you are performing. Today's date and time will be associated with the procedure.
Note: The procedure (which will have a "Completed" status) will appear in the patient's clinical record and on the patient's ledger.

Extraoral X-ray

Do the following:

- Do one of the following:
 - On the **Input** tab, select the **Import From File** device on the **Available Devices** menu if it is not already selected.



Note: For the complete list of acquisition devices that are supported by Imaging, see the "Supported Acquisition Devices" section.

- On the **Import** tab, select one of the following options:
 - Existing Procedure** - Use this for a procedure that was performed prior to today (and may already have been billed to the patient's insurance carrier). Specify the date that the procedure was performed.
Note: With this option selected, the **Apply charges** and **Bill to insurance** checkboxes under **Billing Options** become unavailable because the procedure will be posted with a zero dollar fee and will not be billed to insurance. The procedure (which will have an "Existing" status) will appear in the patient's clinical record but not on the patient's ledger.
 - Completed Procedure** - Use this for a procedure that you are performing. Today's date and time will be associated with the procedure.
Note: The procedure (which will have a "Completed" status) will appear in the patient's clinical record and on the patient's ledger.

Intraoral/extraoral photos

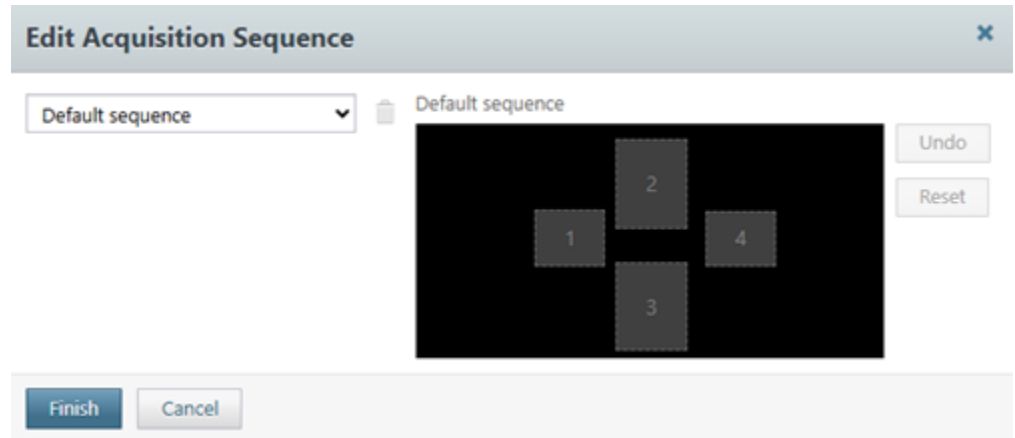
Do the following:

- If you are importing a set of intraoral or extraoral photos using a custom imaging procedure, from the sequence list, select **Default sequence** or a custom order (if available).

Note: To manage the acquisition sequences for the selected imaging procedure, do the following:

- Next to the sequence list, click (or tap) **Edit**.

The **Edit Acquisition Sequence** dialog box appears.

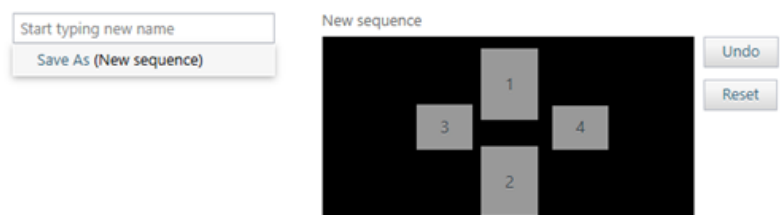


- ii. Do any of the following:
- To add a sequence, do the following:
 - Click (or tap) each placeholder of the sequence diagram in the order that you will acquire the images.



To undo previous order selections, click (or tap) **Undo** as needed. To undo all order selections, click (or tap) **Reset**.

- When you finish specifying the order for all placeholders, to save the custom sequence for future use, enter a name for the sequence in the **Start typing a new name** box, and then click (or tap) **Save as ([sequence name])**.

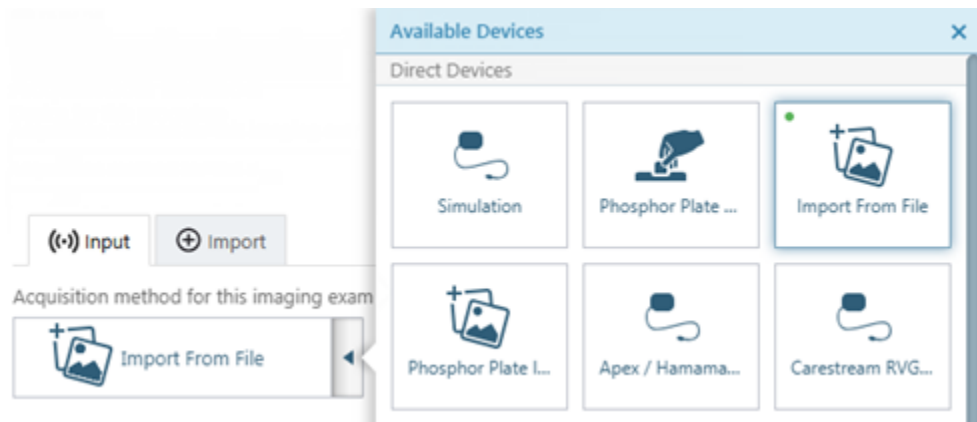


- To delete a custom sequence, with that sequence selected in the sequence list, click (or tap) the blue **Delete** button , which then turns red, and then click (or tap) the button again.

My new order 

You are about to delete this order

- iii. Click (or tap) **Finish**.
- b. Do one of the following:
 - On the **Input** tab, select the **Import From File** device on the **Available Devices** menu if it is not already selected.



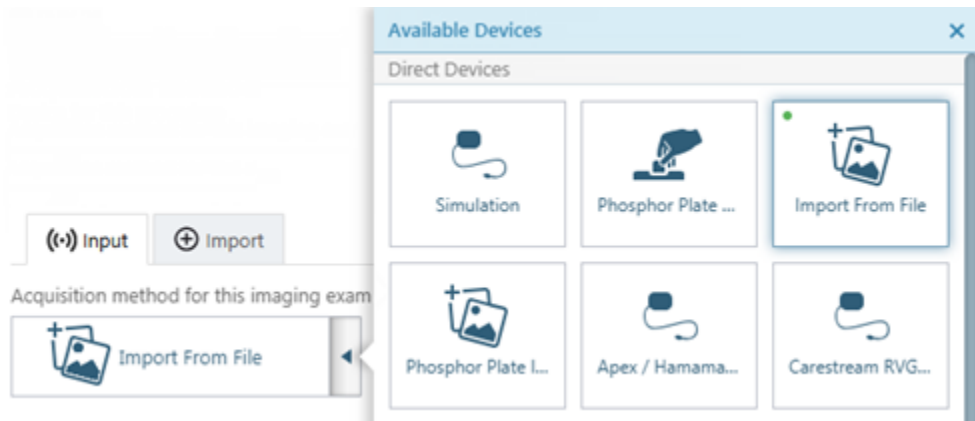
Note: For the complete list of acquisition devices that are supported by Imaging, see the "Supported Acquisition Devices" section.

- On the **Import** tab, select one of the following options:
 - **Existing Procedure** - Use this for a procedure that was performed prior to today (and may already have been billed to the patient's insurance carrier). Specify the date that the procedure was performed.
Note: With this option selected, the **Apply charges** and **Bill to insurance** checkboxes under **Billing Options** become unavailable because the procedure will be posted with a zero-dollar fee and will not be billed to insurance. The procedure (which will have an "Existing" status) will appear in the patient's clinical record but not on the patient's ledger.
 - **Completed Procedure** - Use this for a procedure that you are performing. Today's date and time will be associated with the procedure.
Note: The procedure (which will have a "Completed" status) will appear in the patient's clinical record and on the patient's ledger.

CAD/CAM scan

Do the following:

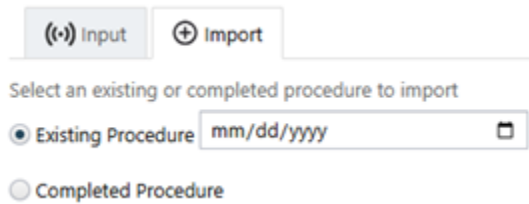
- a. Do one of the following:
 - On the **Input** tab, select the **Import From File** device on the **Available Devices** menu if it is not already selected.



Note: For the complete list of acquisition devices that are supported by Imaging, see the "Supported Acquisition Devices" section.

- On the **Import** tab, select one of the following options:
 - **Existing Procedure** - Use this for a procedure that was performed prior to today (and may already have been billed to the patient's insurance carrier). Specify the date that the procedure was performed.
Note: With this option selected, the **Apply charges** and **Bill to insurance** checkboxes under **Billing Options** become unavailable because the procedure will be posted with a zero-dollar fee and will not be billed to insurance. The procedure (which will have an "Existing" status) will appear in the patient's clinical record but not on the patient's ledger.
 - **Completed Procedure** - Use this for a procedure that you are performing. Today's date and time will be associated with the procedure.

Note: The procedure (which will have a "Completed" status) will appear in the patient's clinical record and on the patient's ledger.



Input Import

Select an existing or completed procedure to import

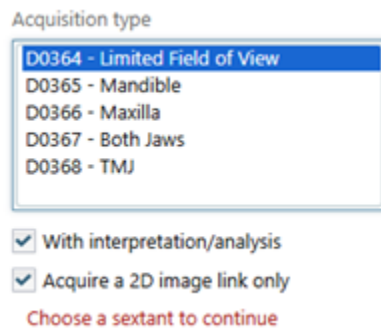
☒ Existing Procedure

☐ Completed Procedure

3D image/volume

Do the following:

- In the **Acquisition type** list, select the procedure that will be posted.



Acquisition type

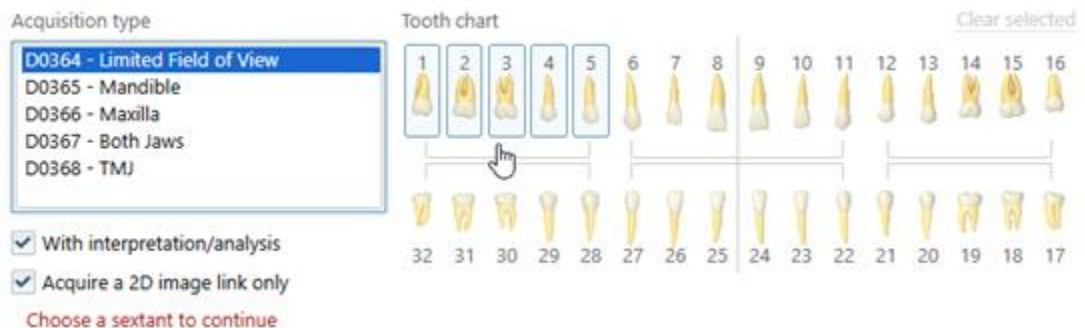
- D0364 - Limited Field of View**
- D0365 - Mandible
- D0366 - Maxilla
- D0367 - Both Jaws
- D0368 - TMJ

☒ With interpretation/analysis

☒ Acquire a 2D image link only

Choose a sextant to continue

- With **Mandible**, **Maxilla**, **Both Jaws**, or **TMJ** selected in the **Acquisition type** list, the applicable teeth are selected on the **Tooth chart** automatically for your reference. However, if **Limited Field of View** is selected, select the correct teeth on the **Tooth chart** by clicking (or tapping) one of the teeth in each applicable sextant or by clicking (or tapping) somewhere within the square bracket of each applicable sextant.



Acquisition type

- D0364 - Limited Field of View**
- D0365 - Mandible
- D0366 - Maxilla
- D0367 - Both Jaws
- D0368 - TMJ

☒ With interpretation/analysis

☒ Acquire a 2D image link only

Choose a sextant to continue

Tooth chart

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17

Clear selected

Note: To deselect all selected teeth, click (or tap) the **Clear selected** link. The link is available only if you have selected teeth manually.

- c. If no interpretation or analysis of the acquired 3D volume will be done in your office, to use the alternative procedure code for the selected procedure in the **Acquisition type** list, clear the **With interpretation/analysis** checkbox.

Acquisition type

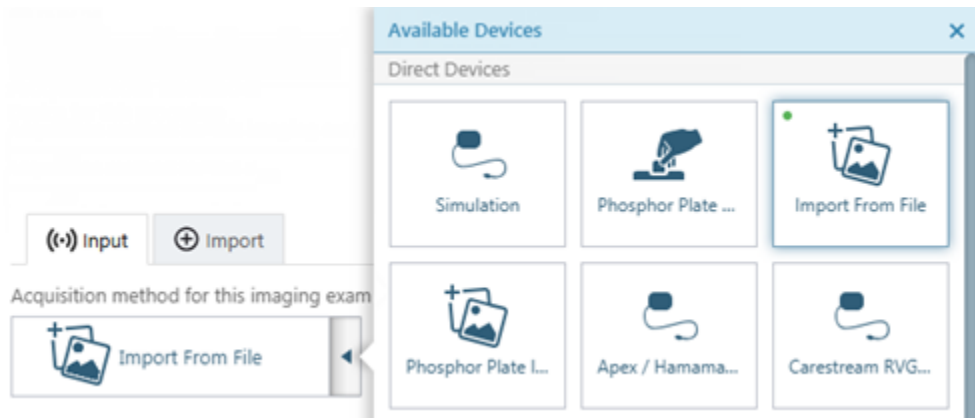
D0380 - Limited Field of View
D0381 - Mandible
D0382 - Maxilla
D0383 - Both Jaws
D0384 - TMJ

☐ With interpretation/analysis

☒ Acquire a 2D image link only

Note: The codes for the procedures in the **Acquisition type** list change as you select or clear the **With interpretation/analysis** checkbox.

- d. Do one of the following:
- On the **Input** tab, select the **Import From File** device on the **Available Devices** menu if it is not already selected.



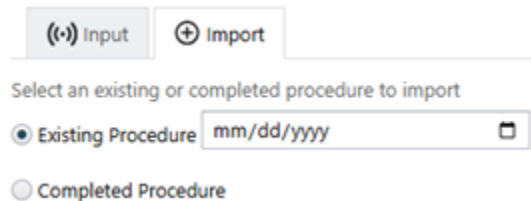
Note: For the complete list of acquisition devices that are supported by Imaging, see the "Supported Acquisition Devices" section.

- On the **Import** tab, select one of the following options:
 - Existing Procedure** - Use this for a procedure that was performed prior to today (and may already have been billed to the patient's insurance carrier). Specify the date that the procedure was performed.

Note: With this option selected, the **Apply charges** and **Bill to insurance** checkboxes under **Billing Options** become unavailable because the procedure will be posted with a zero-dollar fee and will not be billed to insurance. The

procedure (which will have an "Existing" status) will appear in the patient's clinical record but not on the patient's ledger.

- **Completed Procedure** - Use this for a procedure that you are performing. Today's date and time will be associated with the procedure.
Note: The procedure (which will have a "Completed" status) will appear in the patient's clinical record and on the patient's ledger.

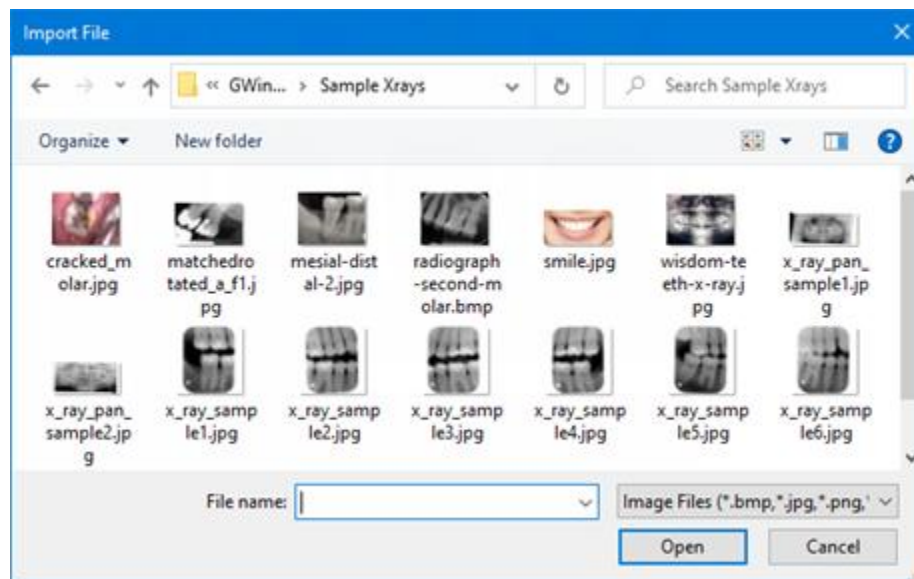


8. Click (or tap) **Start** and then import one or more images according to the acquisition type of the selected procedure.

Intraoral X-ray

Do the following:

- a. In the **Import File** dialog box that appears, select the correct image file.



- b. Click (or tap) **Open**.
The image is saved to the patient's record.

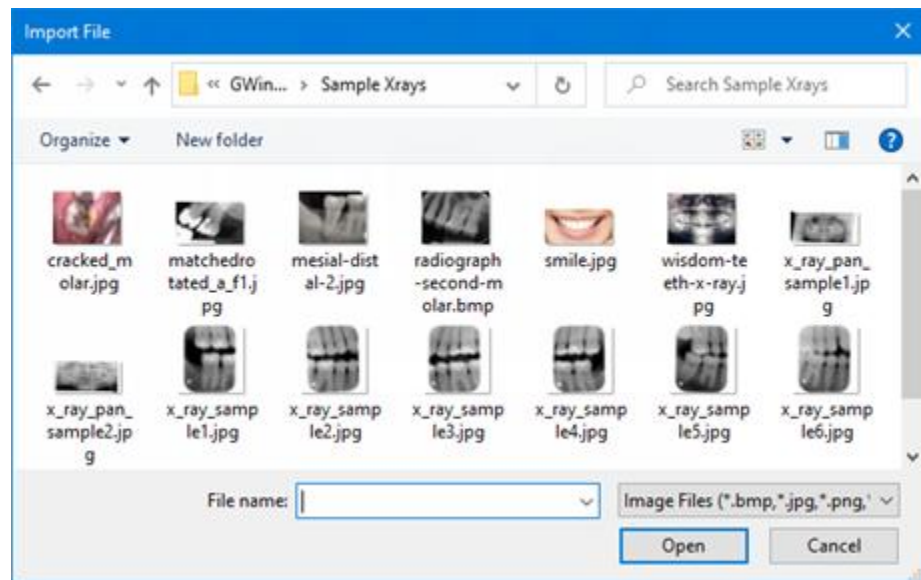
Then, if you are importing in endo mode, the **Import File** dialog box re-opens; otherwise, ignore the following steps.

- c. While in endo mode, repeat steps a-b as needed to import additional images.
- d. When you are finished importing in endo mode, in the **Import File** dialog box, click (or tap) **Cancel**. Then, click (or tap) **Finish Acquisition**.

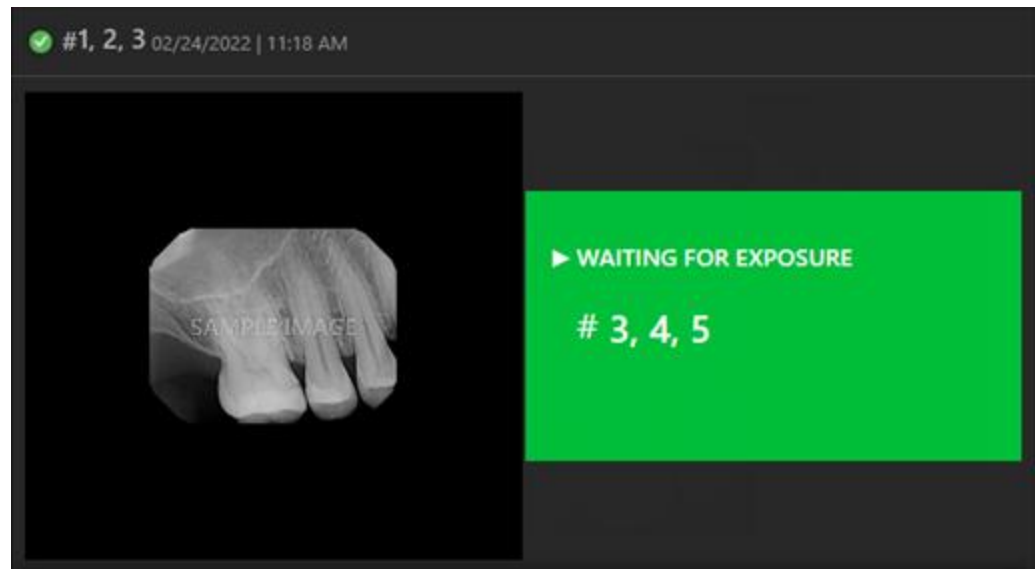
Intraoral X-ray series

Do one of the following:

- If you selected the **Import from File** option on the **Input** tab in step 7, do the following:
 - a. In the **Import File** dialog box that appears, select the correct image file.



- b. Click (or tap) **Open**.
The image is saved to the patient's record, and a preview of the image appears. Also, the program advances to the next step in the acquisition sequence automatically, and the **Import File** dialog box re-opens.



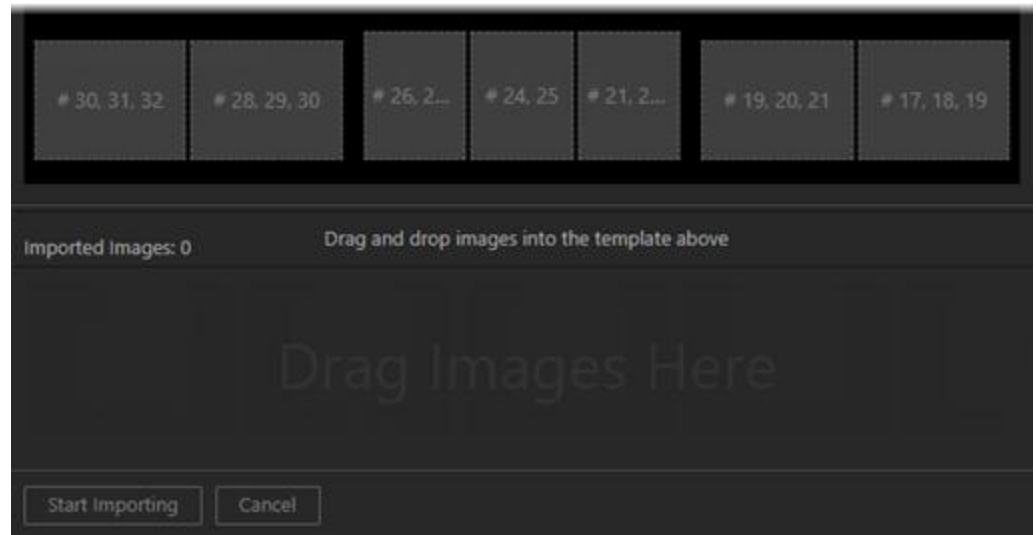
The current step in the acquisition sequence and the applicable teeth are selected for your reference.



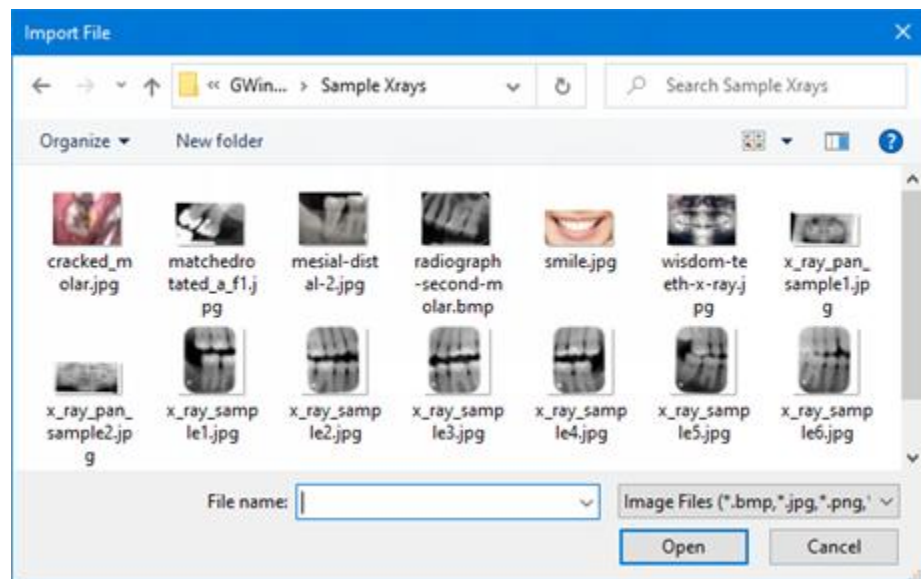
c. Repeat steps a-b until you finish importing images for the series.

Note: To stop the acquisition session before you finish acquiring the entire series, in the **Import File** dialog box, click (or tap) **Cancel** to pause the acquisition, and then click (or tap) **Finish Acquisition**. You can resume the incomplete exam later if necessary.

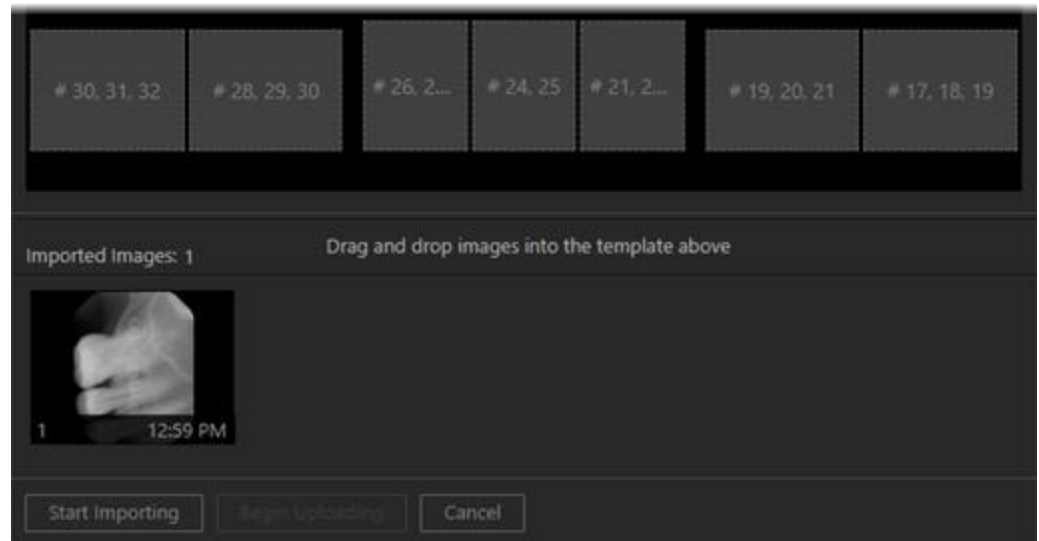
- If you selected an option on the **Import** tab in step 7, do the following:
 - a. Click (or tap) **Start Importing**.



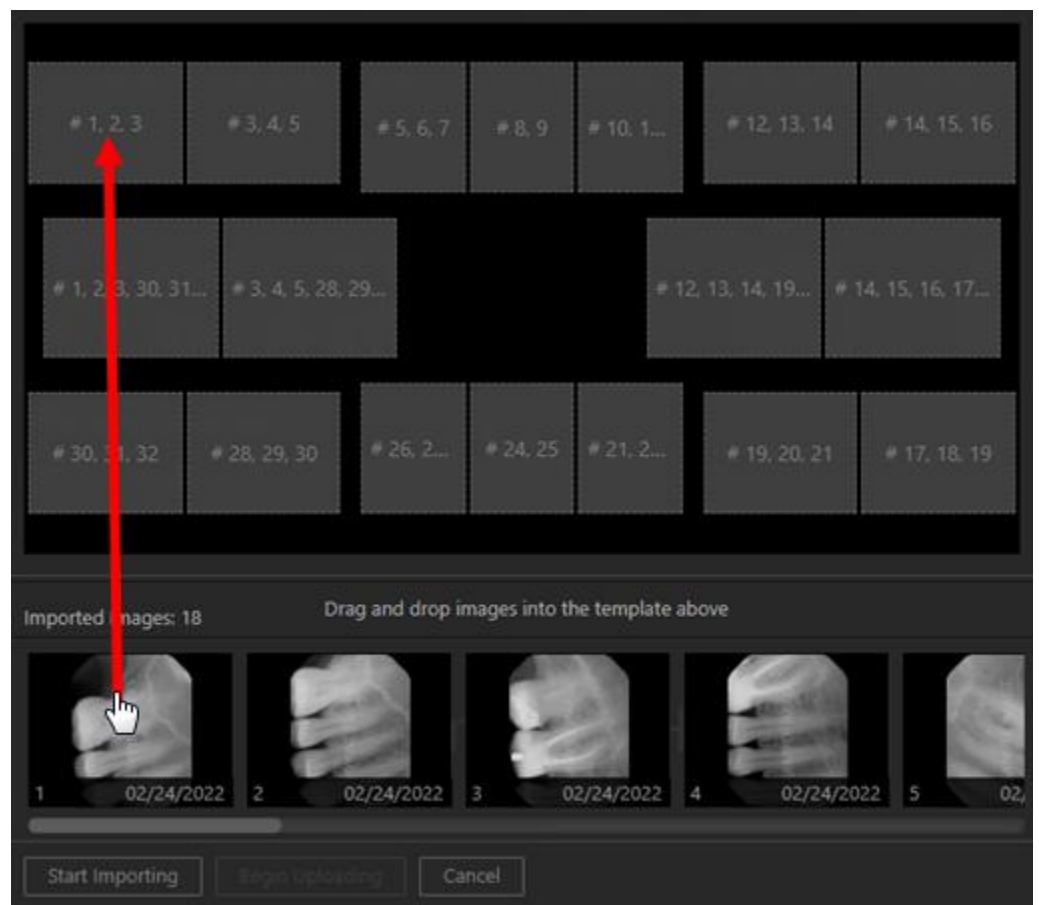
The **Import File** dialog box appears.



- b. Select the correct image file, and then click (or tap) **Open**.
The image that you imported appears as a thumbnail image on the panel at the bottom of the Imaging program.



- c. Repeat steps a-b until you finish importing images for the series.
- d. After all the images have been imported. One at a time, drag the thumbnail images from the panel to the correct boxes of the template.



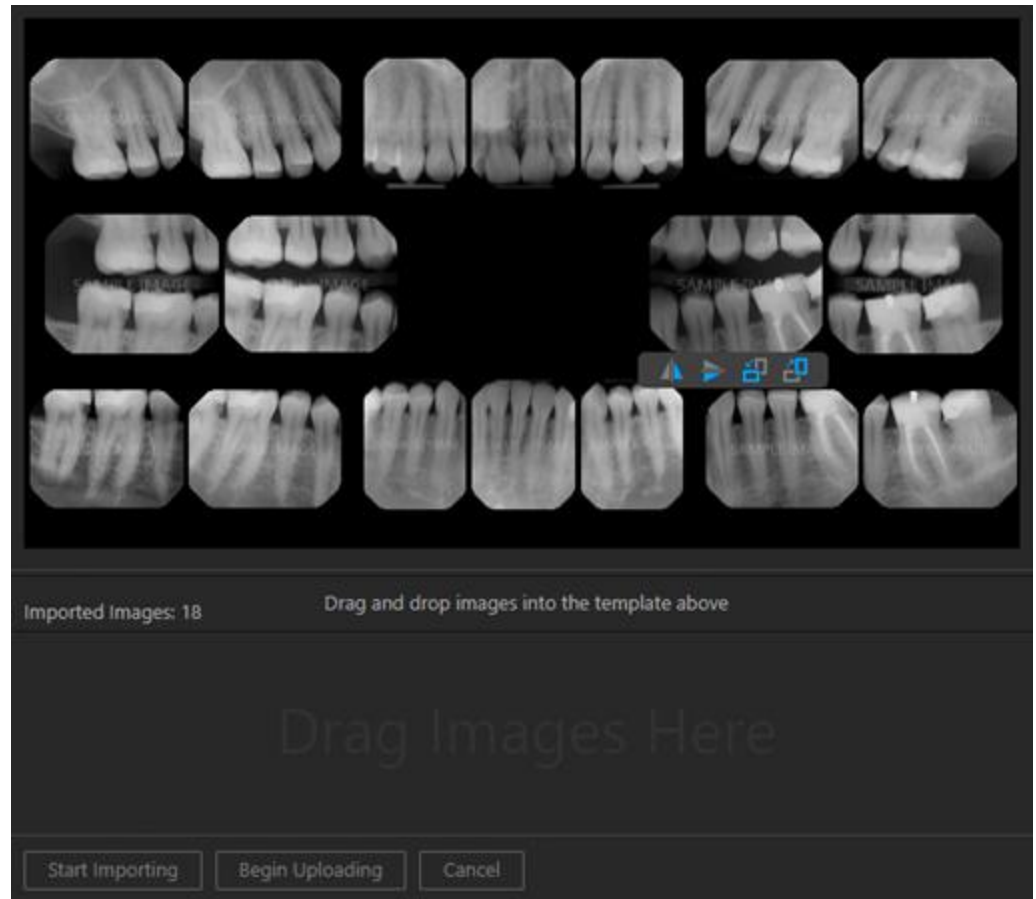
- e. Do any of the following as needed:
- To stack multiple images in one template slot, drag either a thumbnail image from the panel at the bottom or an image from a template slot to a template slot that already has an image assigned. That image is put on the top of the image stack for that template slot (but you can choose a different image to be on top).
 - To choose the top image for a template slot with multiple images, navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed. The image that is visible in the stack when you click (or tap) **Begin Uploading** will be set as the top image of the stack.



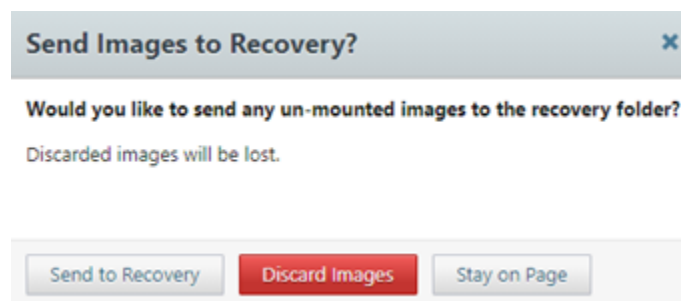
- To change the orientation of an image in the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



- To remove an image from the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), and then drag the image back to the panel at the bottom.
- f. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



- g. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



Click one of the following buttons:

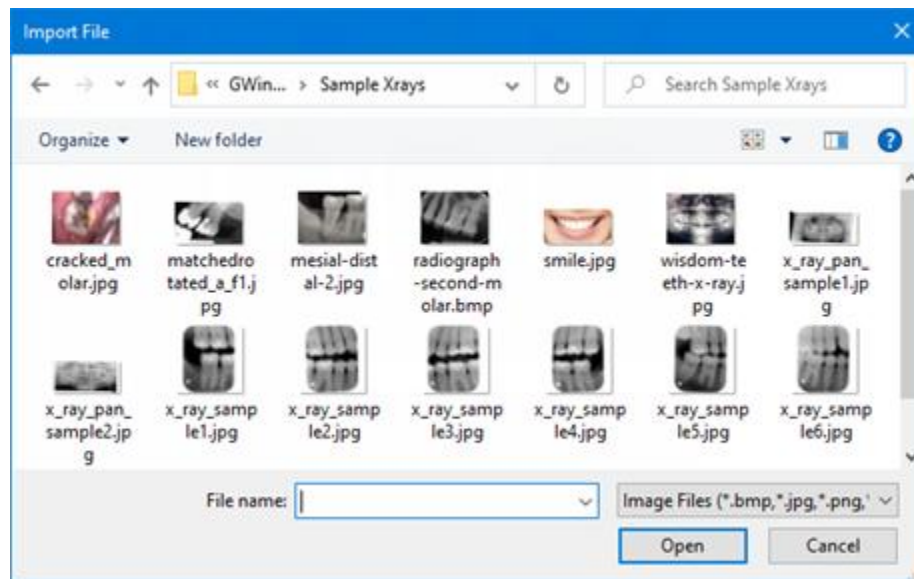
- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
- **Discard Images** - To delete the unassigned images permanently.

- **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.
- h. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Extraoral X-ray

Do one of the following:

- In the **Import File** dialog box that appears, select the correct image file.

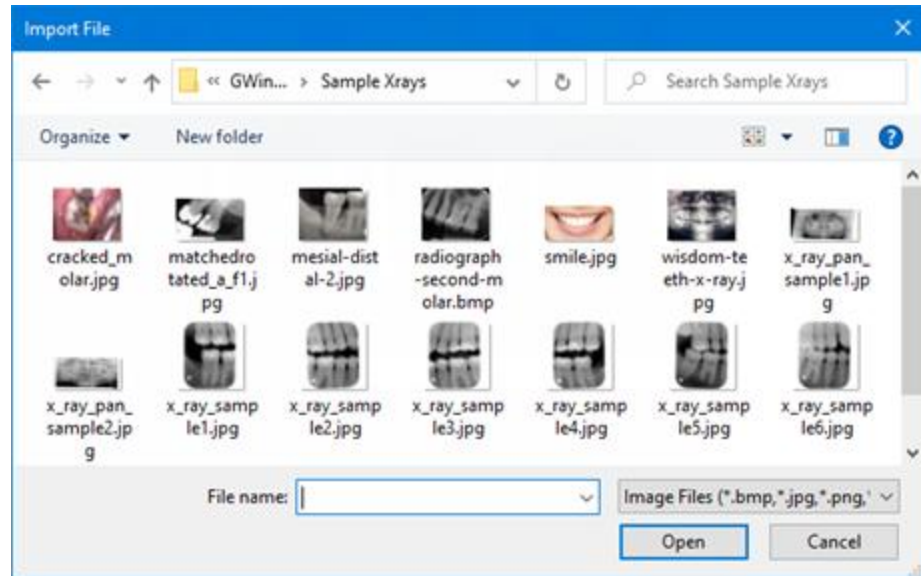


- Click (or tap) **Open**.
The image is saved to the patient's record.

Intraoral/extraoral photo

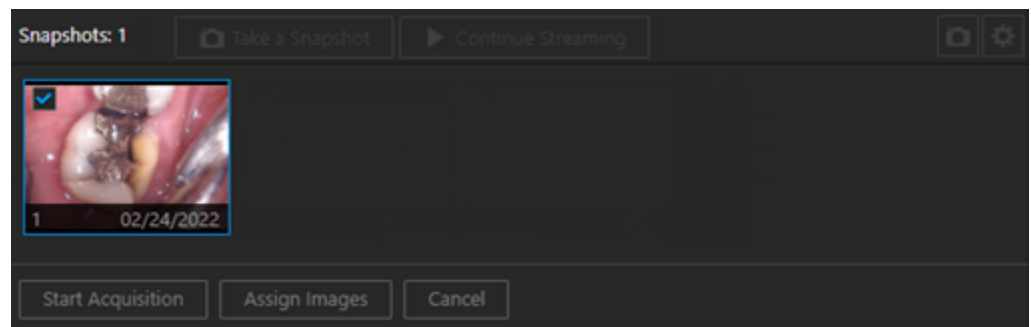
Do one of the following:

- If you selected the **Import from File** option on the **Input** tab in step 7, do the following:
 - In the **Import File** dialog box that appears, select the correct image file.



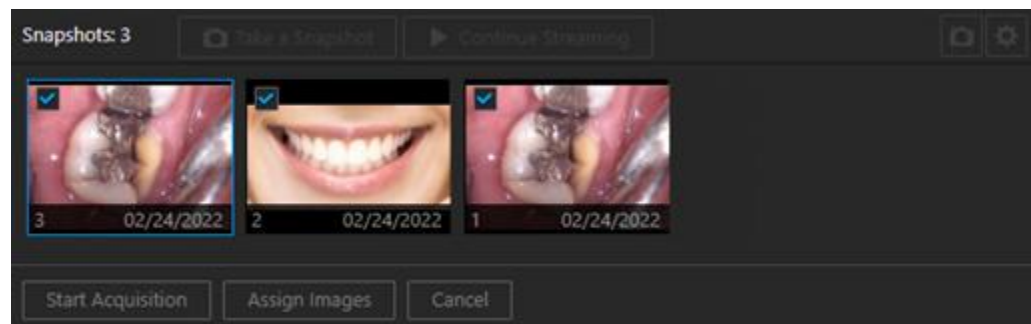
- b. Click (or tap) **Open**.

The image appears as thumbnail image on the snapshot panel at the bottom of the screen.

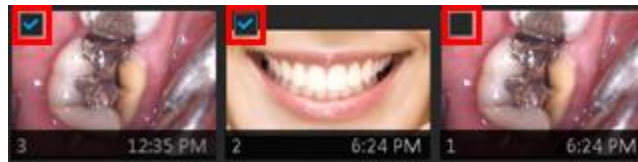


- c. For each additional image that you want to import, click (or tap) **Start Acquisition**, and then repeat steps a-b.

The imported images appear as thumbnail images on the snapshot panel at the bottom of the screen.



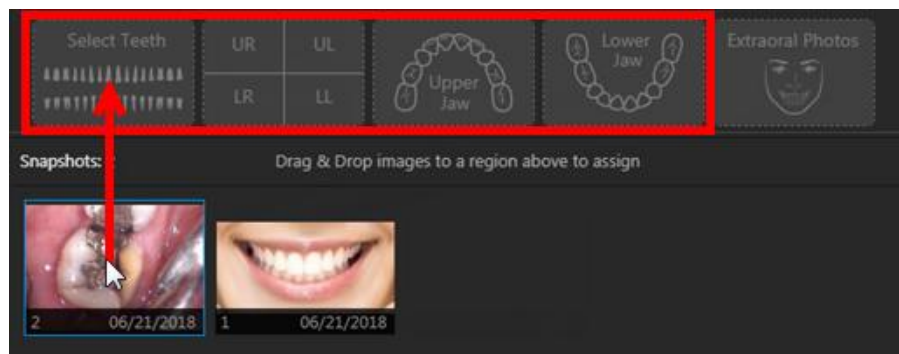
- d. On the snapshot panel, clear the checkbox of each snapshot that you do not want to save.



- e. Click (or tap) **Assign Images**.

- f. Do any of the following:

- To save one or more snapshots as intraoral images and assign tooth numbers, select the snapshots that pertain to the same teeth (deselect snapshots that do not pertain to the same teeth), and then drag them to the **Select Teeth**, **UR/UL/LR/LL**, **Upper Jaw**, or **Lower Jaw** box.

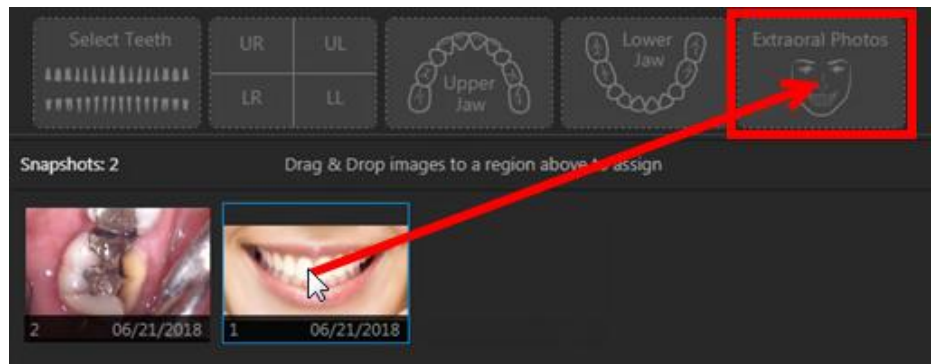


If you drag snapshots to the **Select Teeth** box, select the applicable teeth, and then click (or tap) **Assign Teeth**.



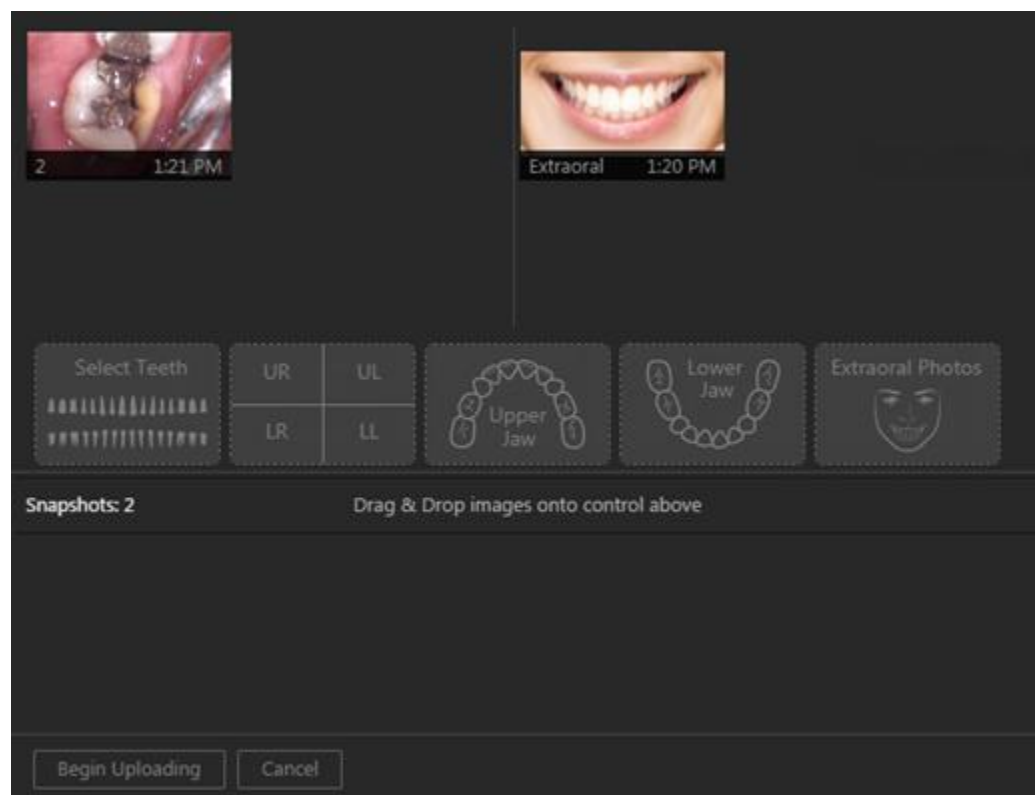
- To save one or more snapshots as extraoral images, select the snapshots that are extraoral images (deselect snapshots

that are not extraoral images), and then drag them to the **Extraoral Photos** box.



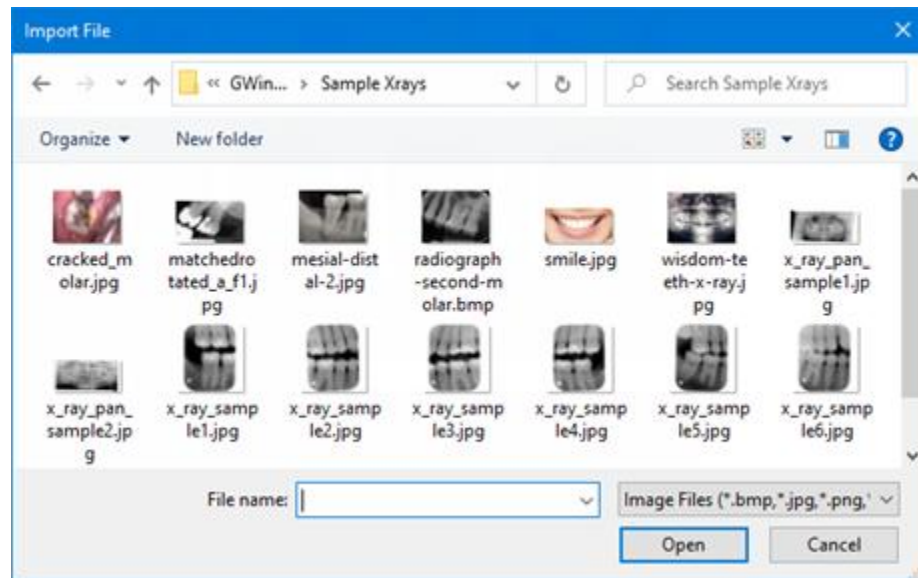
- To save the snapshots on the snapshot panel as intraoral images but not assign tooth numbers at this time, leave those snapshots on the snapshot panel.

Assigned intraoral images appear on the left side of the preview area; extraoral, on the right.

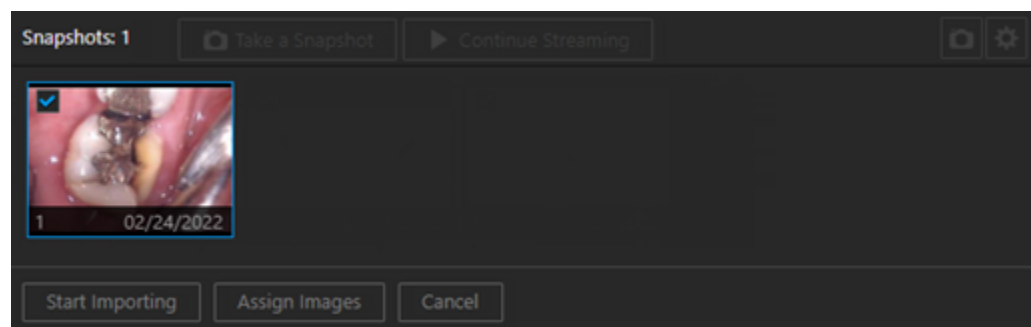


Note: If you have a mix of intraoral and extraoral images, they map to one procedure (D0350), which will appear in the progress notes with two icons. Also, you can delete or reassign the intraoral or extraoral exam as needed in the future.

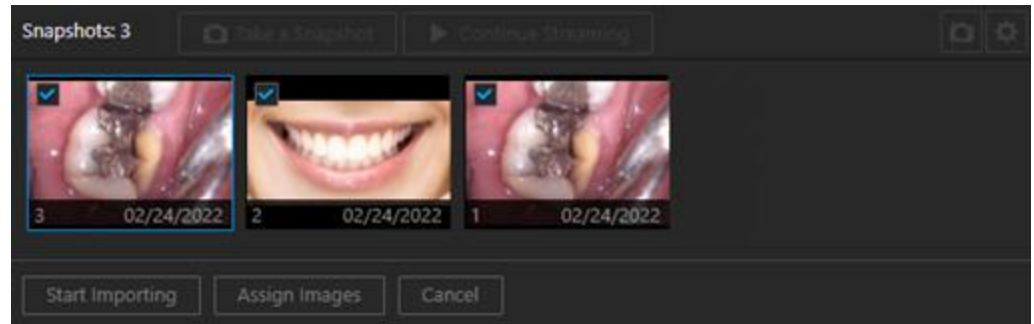
- g. Click (or tap) **Begin Uploading** to save the images to the patient's record
- h. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.
- If you selected an option on the **Import Images** tab in step 7, do the following:
 - a. In the **Import File** dialog box that appears, select the correct image file.



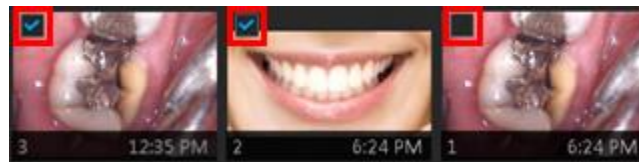
- b. Click (or tap) **Open**.
The image appears as thumbnail image on the snapshot panel at the bottom of Imaging.



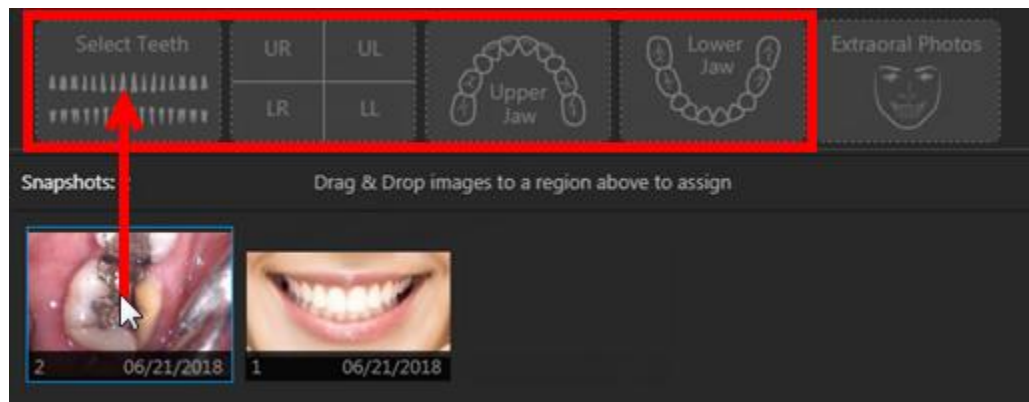
- c. For each additional image that you want to import, click (or tap) **Start Importing**, and then repeat steps a-b.
The imported images appear as thumbnail images on the snapshot panel at the bottom of Imaging.



- d. On the snapshot panel, clear the checkbox of each snapshot that you do not want to save.



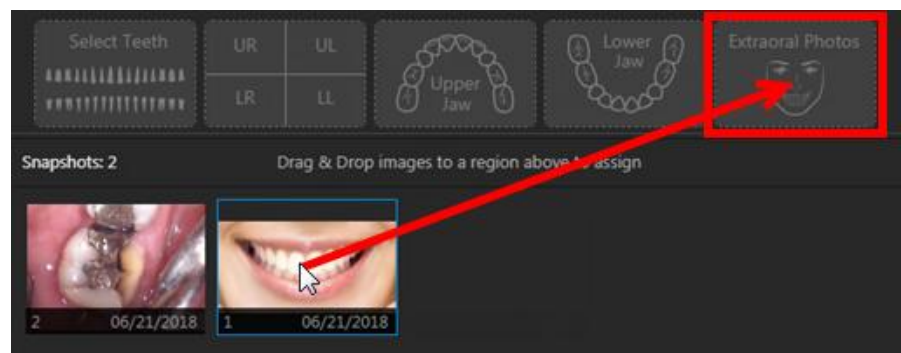
- e. Click (or tap) **Assign Images**.
- f. Do any of the following:
- To save one or more snapshots as intraoral images and assign tooth numbers, select the snapshots that pertain to the same teeth (deselect snapshots that do not pertain to the same teeth), and then drag them to the **Select Teeth**, **UR/UL/LR/LL**, **Upper Jaw**, or **Lower Jaw** box.



If you drag snapshots to the **Select Teeth** box, select the applicable teeth, and then click (or tap) **Assign Teeth**.

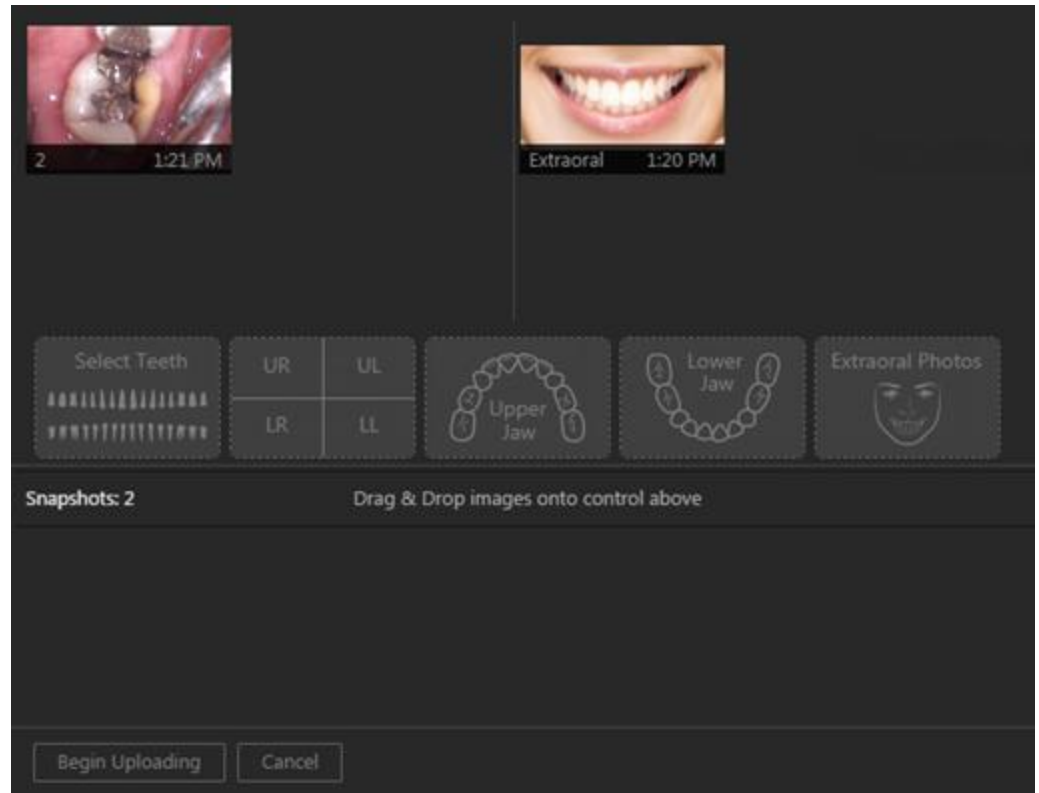


- To save one or more snapshots as extraoral images, select the snapshots that are extraoral images (deselect snapshots that are not extraoral images), and then drag them to the **Extraoral Photos** box.



- To save the snapshots on the snapshot panel as intraoral images but not assign tooth numbers at this time, leave those snapshots on the snapshot panel.

Assigned intraoral images appear on the left side of the preview area; extraoral, on the right.



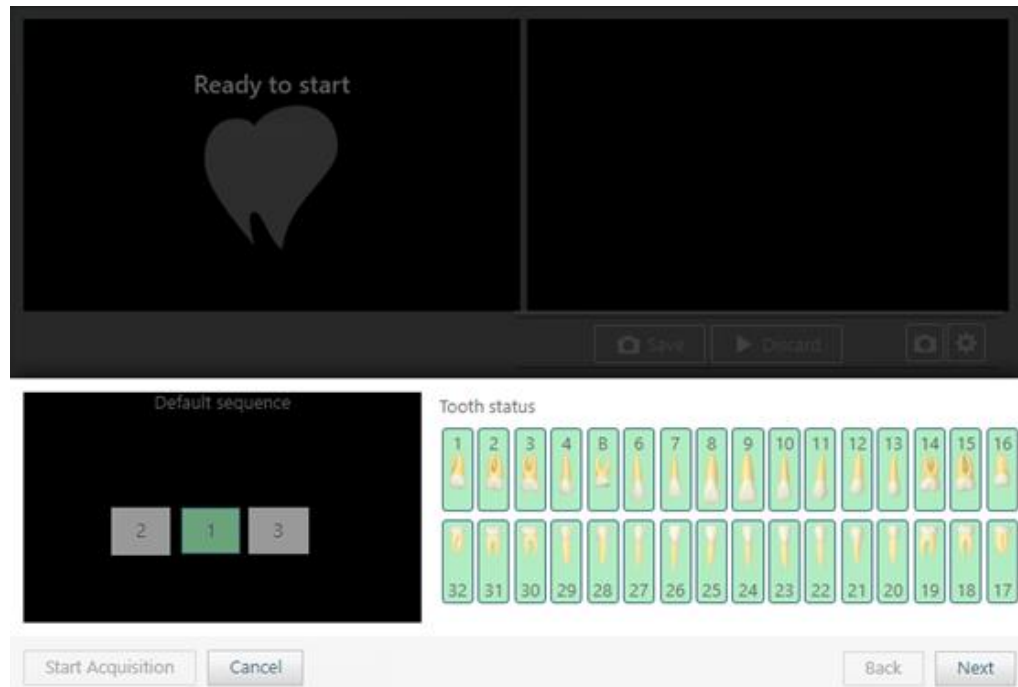
Note: If you have a mix of intraoral and extraoral images, they map to one procedure (D0350), which will appear in the progress notes with two icons. Also, you can delete or reassign the intraoral or extraoral exam as needed in the future.

- g. Click (or tap) **Begin Uploading** to save the images to the patient's record
- h. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Set of photos

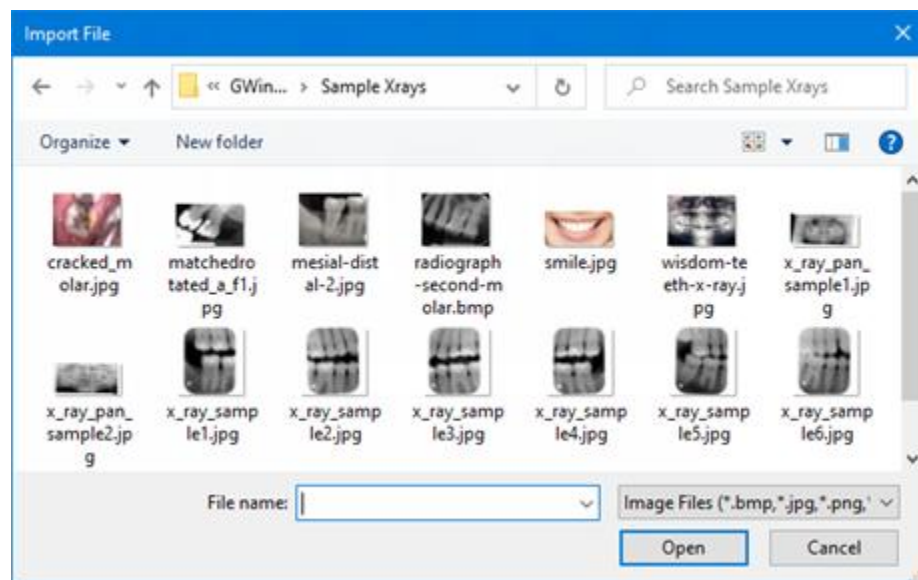
Do one of the following:

- If you selected the **Import from File** option on the **Input** tab in step 7, the first step in the acquisition sequence is selected automatically (as indicated by the green, numbered box) on the sequence diagram, and the applicable teeth are selected on the **Tooth status** chart for your reference.



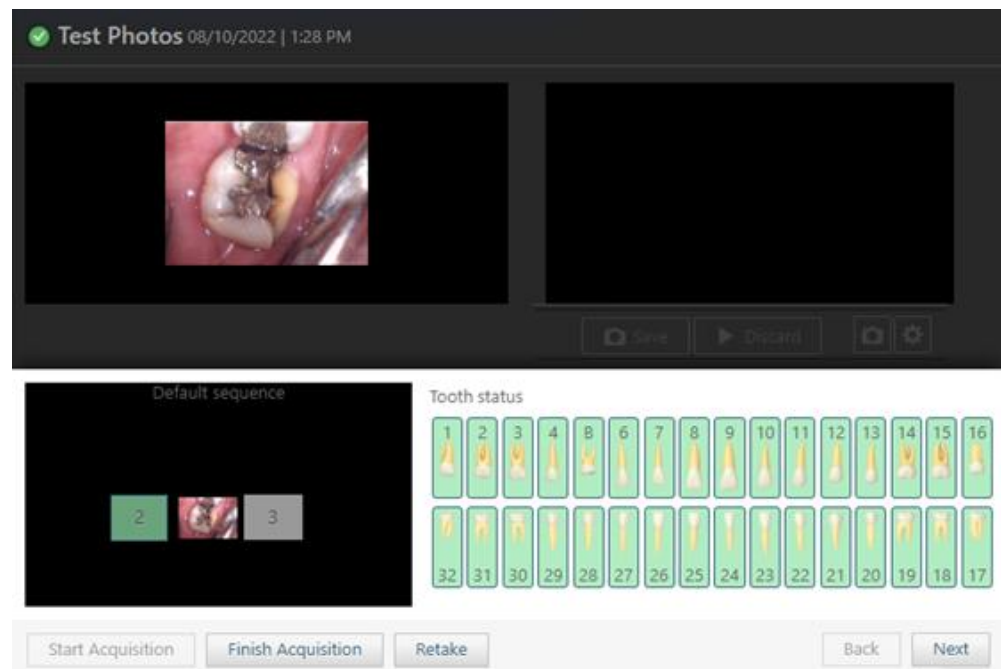
Do the following:

- a. In the **Import File** dialog box that appears, select the correct image file.



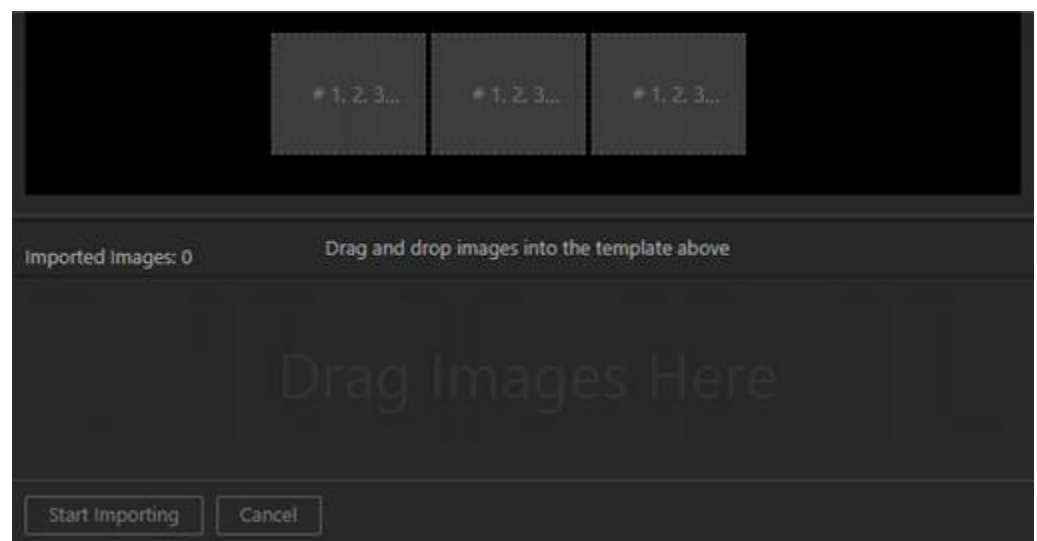
- b. Click (or tap) **Open**.
The image is saved to the patient's record, and a preview of the image appears. Also, if the image that you just acquired was not for the last step in the acquisition sequence, the next step is selected automatically (as indicated by the green, numbered box) on the

sequence diagram, and the applicable teeth are selected on the **Tooth status** chart for your reference.

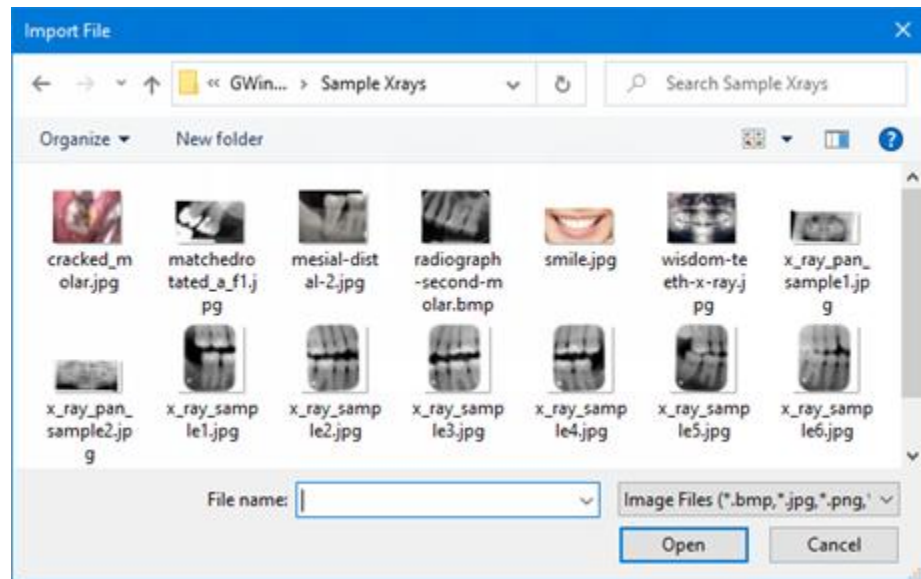


- c. Repeat steps a-b until you finish importing images for the set.
Note: To stop the acquisition session before you finish acquiring the entire series, in the **Import File** dialog box, click (or tap) **Cancel** to pause the acquisition, and then click (or tap) **Finish Acquisition**. You can resume the incomplete exam later if necessary.

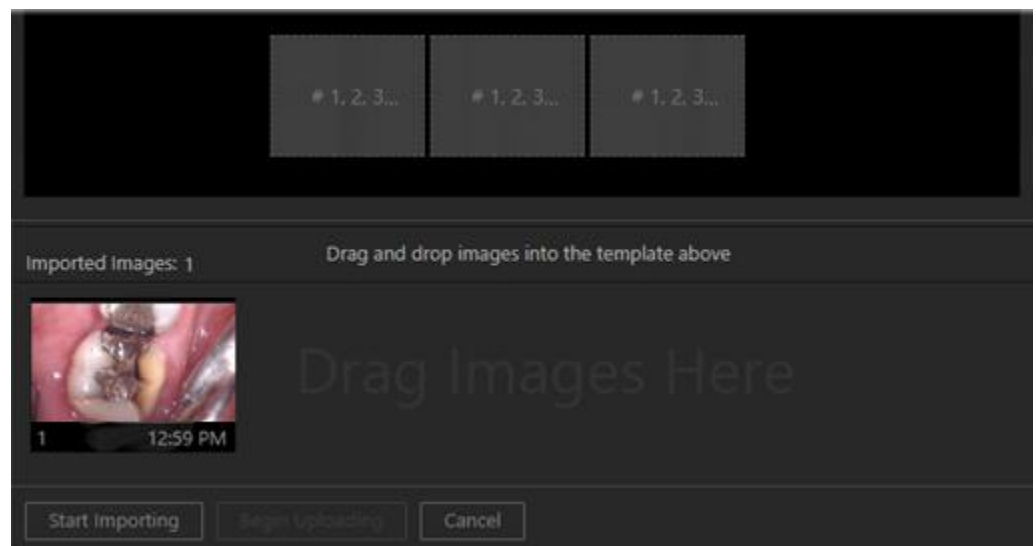
- If you selected an option on the **Import** tab in step 7, do the following:
 - a. Click (or tap) **Start Importing**.



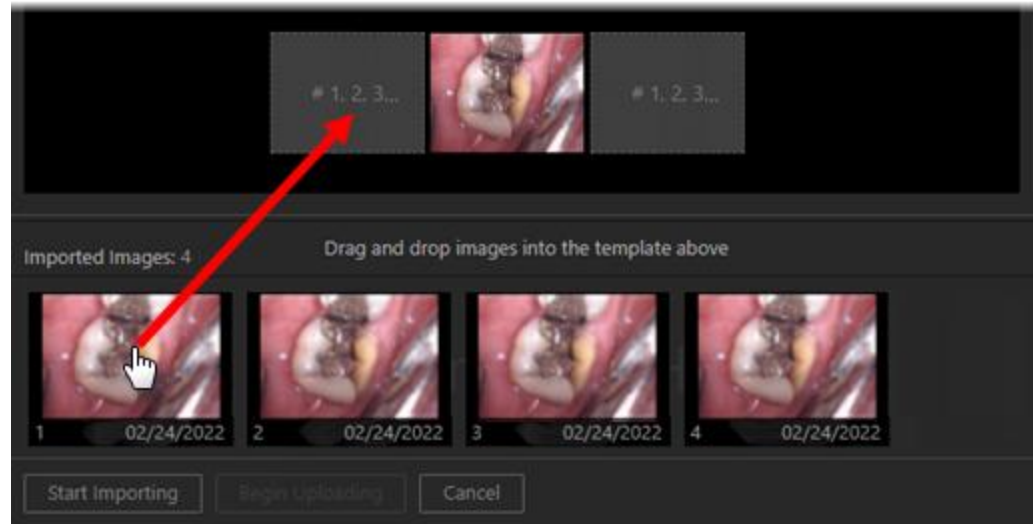
The **Import File** dialog box appears.



- b. Select the correct image file, and then click (or tap) **Open**.
The image that you imported appears as a thumbnail image on the panel at the bottom of Imaging.



- c. Repeat steps a-b until you finish importing images for the set.
d. After all the images have been imported. One at a time, drag the thumbnail images from the panel to the correct boxes of the template.



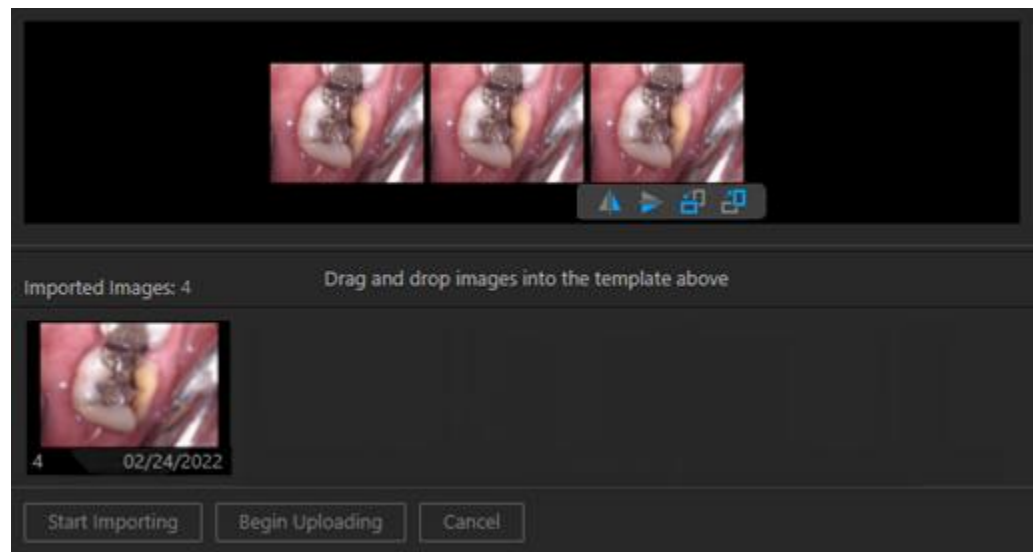
- e. As needed, do any of the following:
- To stack multiple images in one template slot, drag either a thumbnail image from the panel at the bottom or an image from a template slot to a template slot that already has an image assigned. That image is put on the top of the image stack for that template slot (but you can choose a different image to be on top).
 - To choose the top image for a template slot with multiple images, navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed. The image that is visible in the stack when you click (or tap) **Begin Uploading** will be set as the top image of the stack.



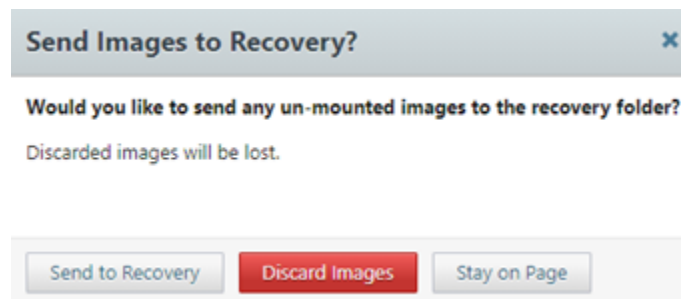
- To change the orientation of an image in the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



- To remove an image from the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), and then drag the image back to the panel at the bottom.
- f. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



- g. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



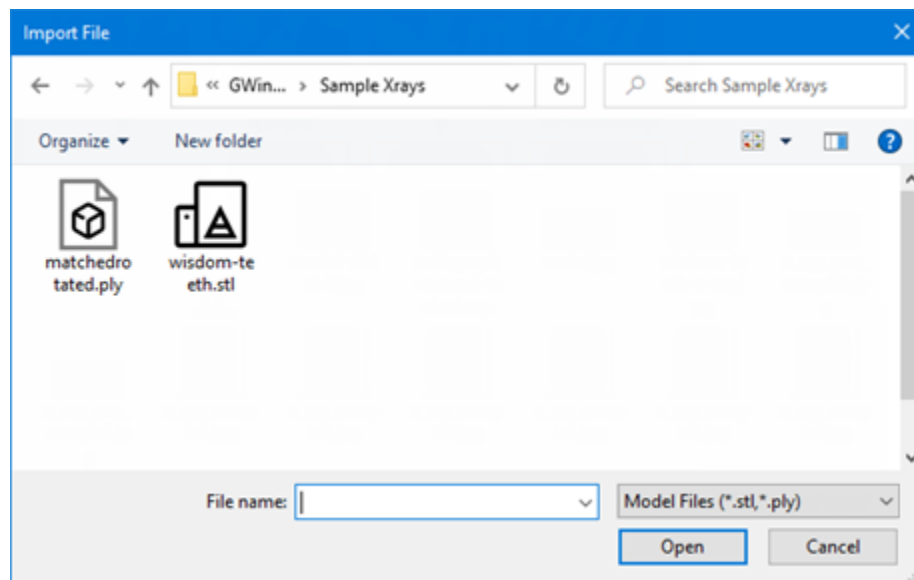
Click one of the following buttons:

- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
 - **Discard Images** - To delete the unassigned images permanently.
 - **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.
- h. If any images fail to upload, a message appears and provides the option for you to recover all images. Click (or tap) **Recover Images** to begin the recovery process.

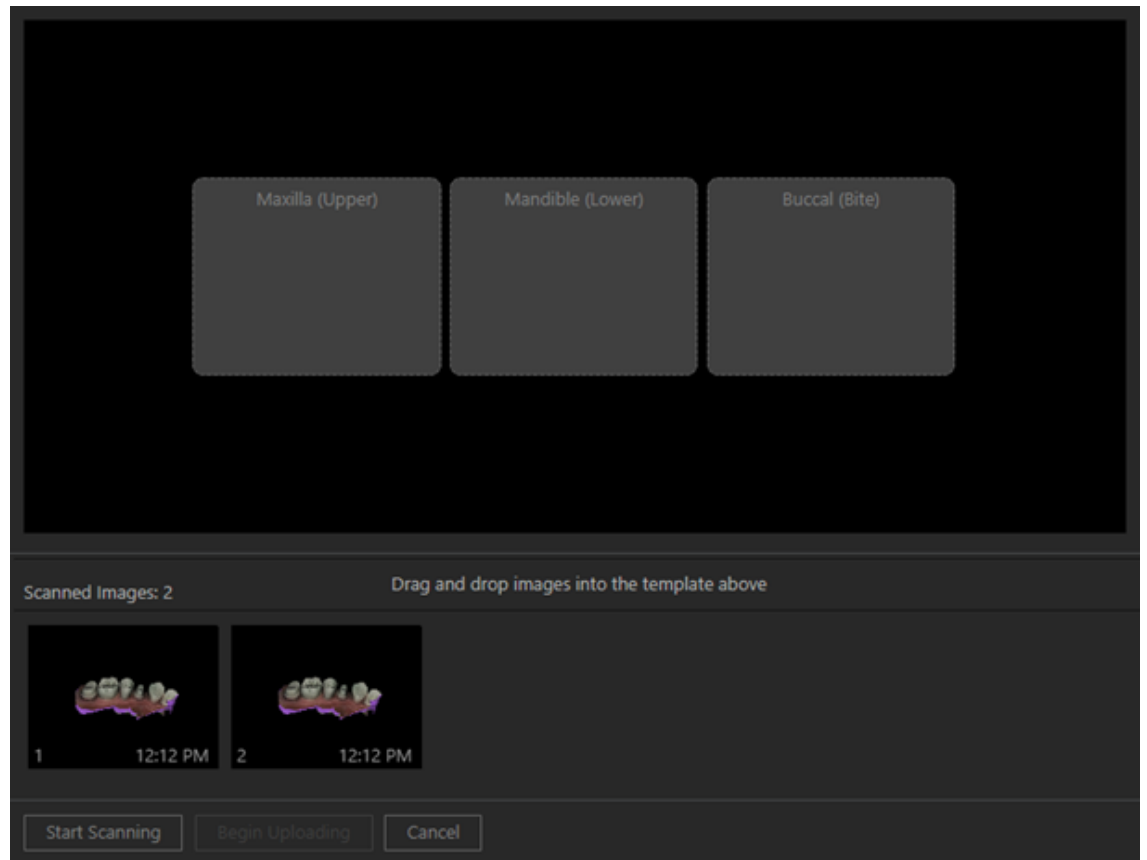
CAD/CAM scan

Do the following:

- a. In the **Import File** dialog box that appears, select the correct image files.

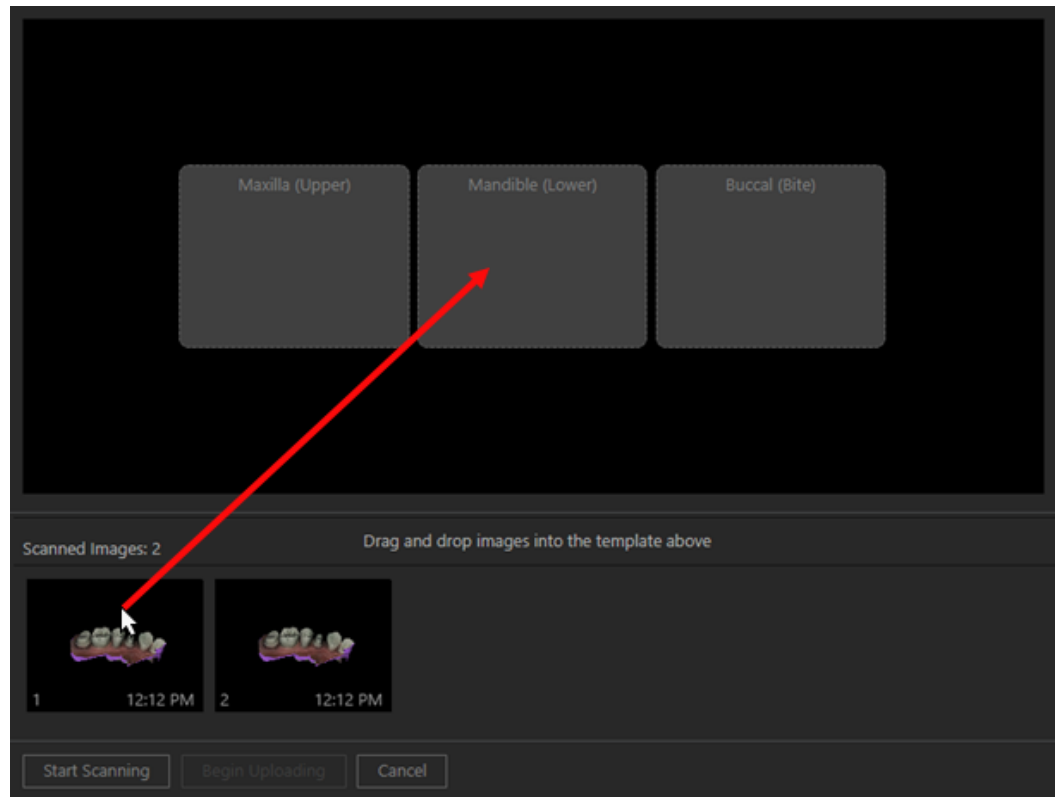


- b. Click (or tap) **Open**.
The selected scans appear as thumbnail images on the panel at the bottom of Imaging



Note: If a scan has metadata that indicates the orientation (upper, lower, or bite), the image is automatically mounted in the correct slot of the template; however, you can drag the image to another box if necessary. If all the scans are mounted automatically, and you do not need to move any to other orientation boxes, you can skip to step e.

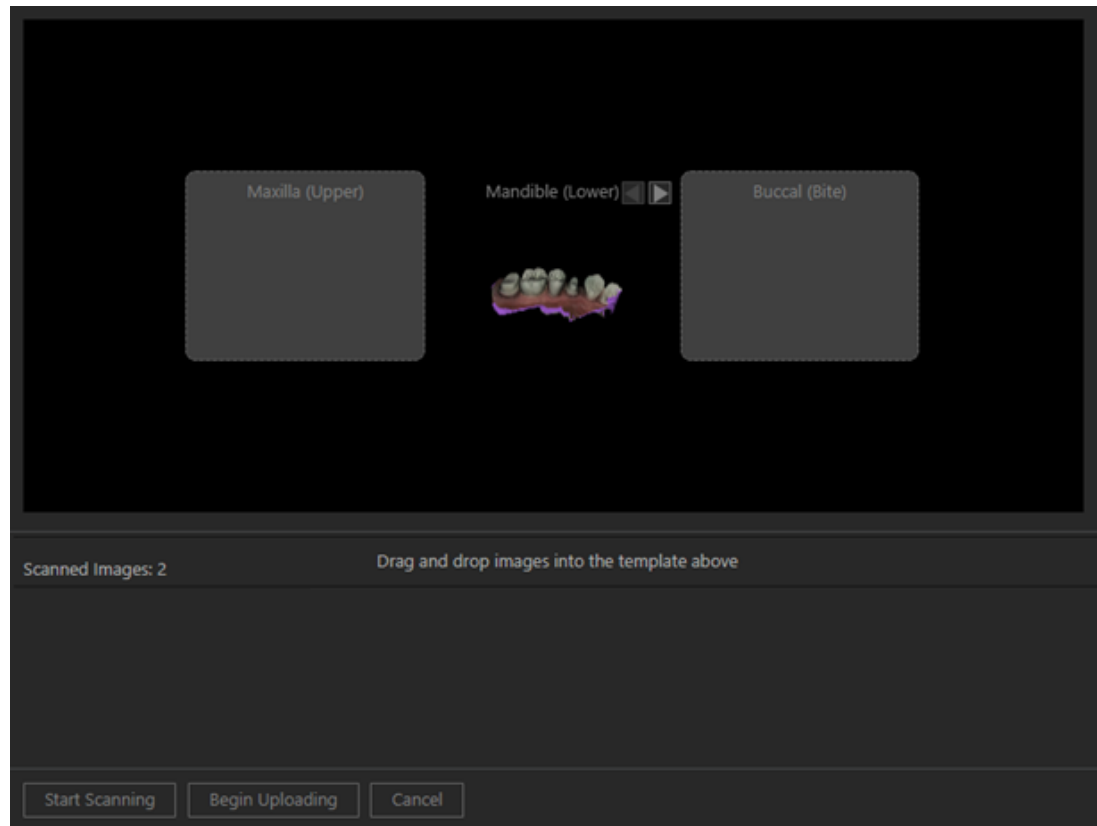
- c. One at a time, drag the thumbnail images from the panel to the correct orientation box of the template: **Maxilla (Upper)**, **Mandible (Lower)**, or **Buccal (Bite)**.



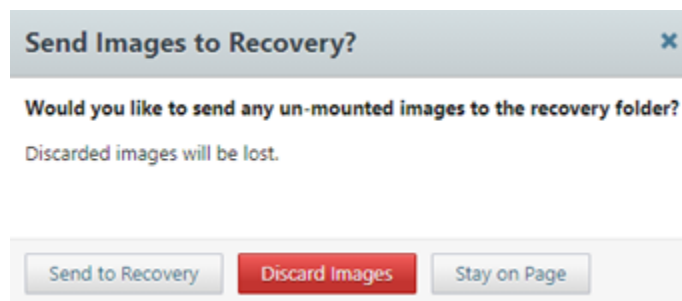
Note: For a template slot with multiple images, you can navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed.



- d. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



- e. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



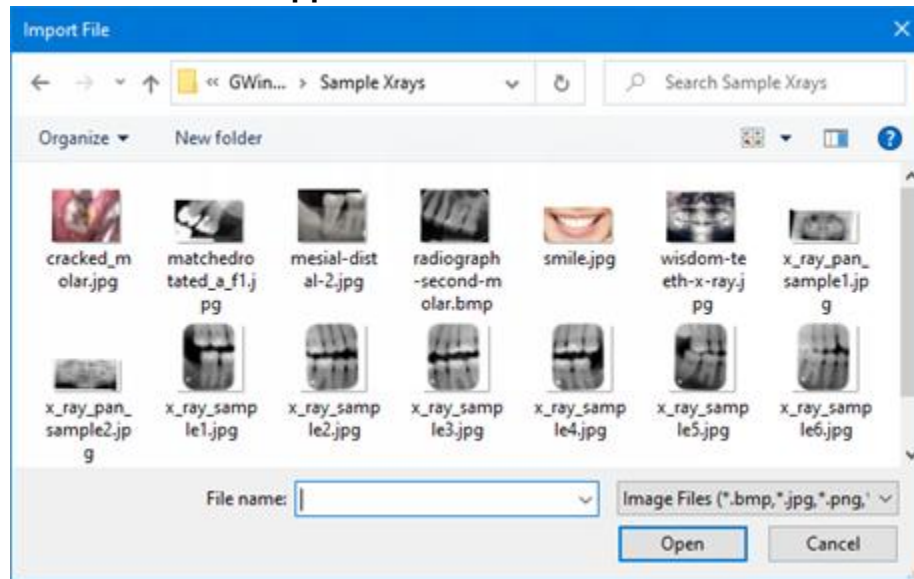
Click one of the following buttons:

- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
- **Discard Images** - To delete the unassigned images permanently.
- **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.

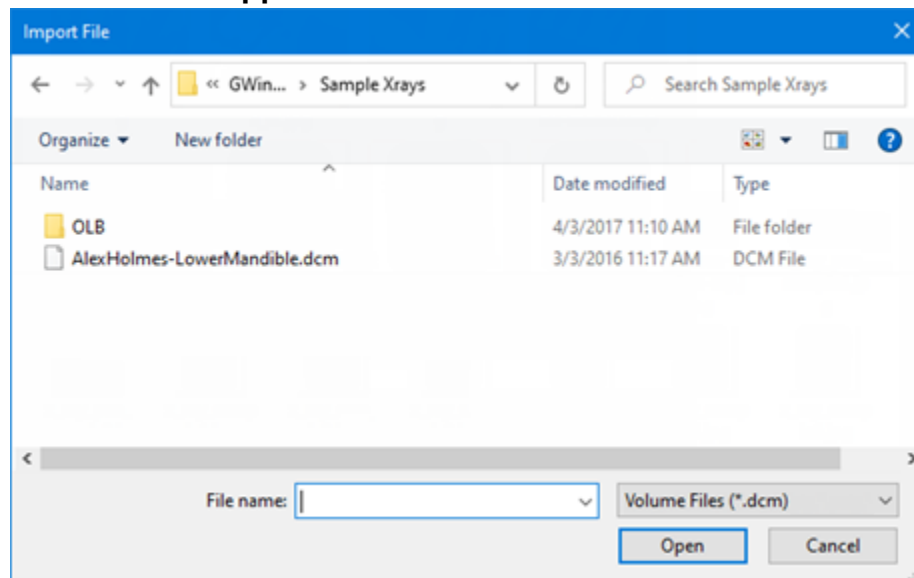
3D image/volume

Do the following:

- a. In the **Import File** dialog box that appears, select the correct image file.
Without DICOM support

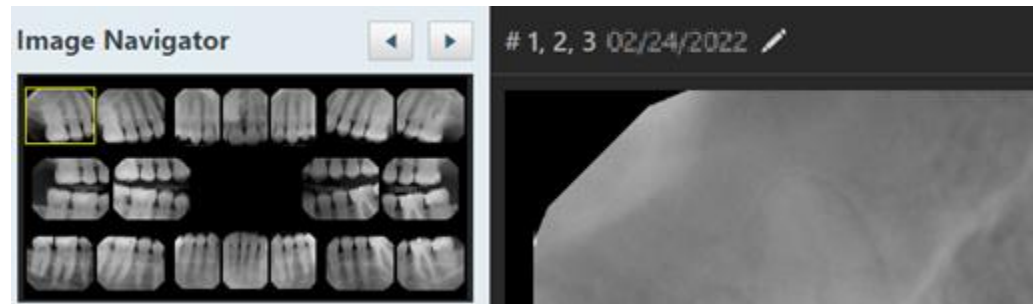


With DICOM support

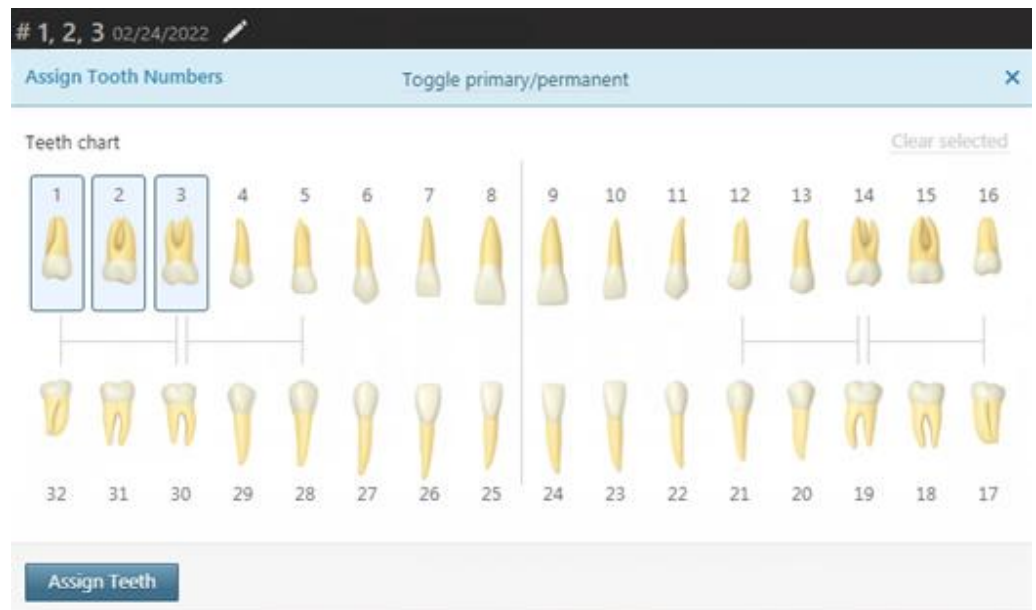


- b. Click (or tap) **Open**.
The image is saved to the patient's record.
9. Do one of the following as needed:
 - For a series of X-ray images or an individual X-ray image, assign tooth numbers as needed.
For each image that needs tooth numbers assigned to it, do the following:

- a. If there are multiple image thumbnails, under **Image Navigator**, click (or tap) an image thumbnail; otherwise, if there is only one image thumbnail, skip this step.
A larger version of the current image appears in the viewing area.



- b. Click the **Edit** button .
The **Assign Tooth Numbers** dialog box appears.



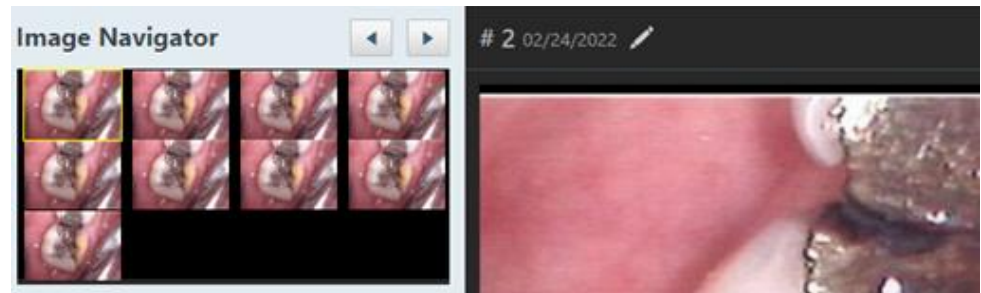
- c. To change dentition, click (or tap) the **Toggle primary/permanent** link to show a tooth chart and the dentition buttons, select the applicable teeth, and then click (or tap) the **Permanent** or **Primary** button. Repeat this process as needed to change the dentition of other teeth. Then, click (or tap) the **Back to assignment** link.



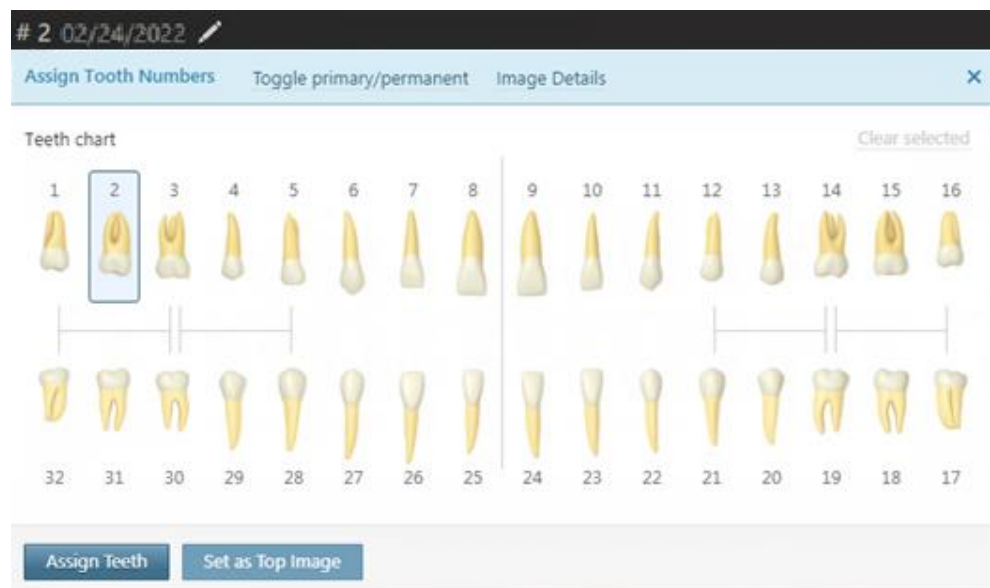
- d. Select the correct tooth numbers.
e. Click (or tap) **Assign Teeth**.
- For a set of photos or an individual photo, assign tooth numbers as needed.

For each image that needs tooth numbers assigned to it, do the following:

- a. If there are multiple image thumbnails, under **Image Navigator**, click (or tap) an image thumbnail; otherwise, if there is only one image thumbnail, skip this step.
A larger version of the current image appears in the viewing area.



- b. Click the **Edit** button .
The **Assign Tooth Numbers** dialog box appears.



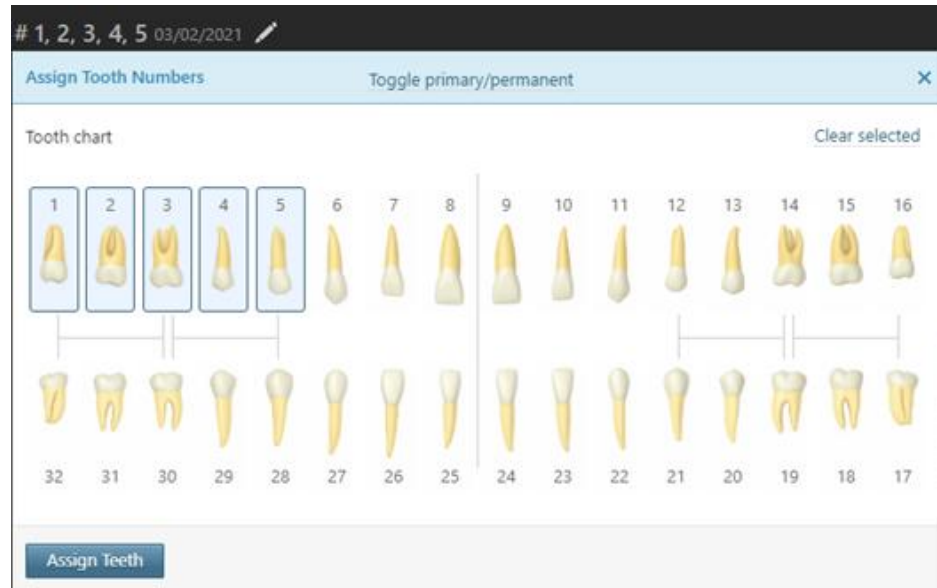
- c. To change dentition, click (or tap) the **Toggle primary/permanent** link to show a tooth chart and the dentition buttons, select the applicable teeth, and then click (or tap) the **Permanent** or **Primary** button. Repeat this process as needed to change the dentition of other teeth. Then, click (or tap) the **Back to assignment** link.



- d. Select the correct tooth numbers.
- e. Click (or tap) **Assign Teeth**.
- For a CAD/CAM scan, assign tooth numbers as needed.

Do the following:

- a. Click the **Edit** button .
The **Assign Tooth Numbers** dialog box appears.



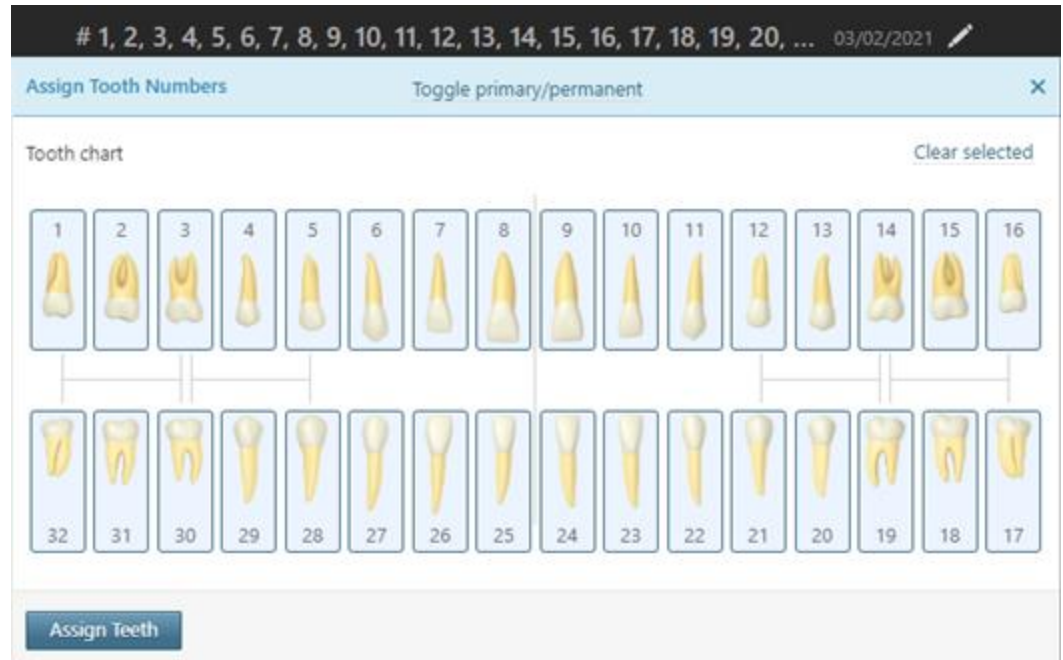
- b. To change dentition, click (or tap) the **Toggle primary/permanent** link to show a tooth chart and the dentition buttons, select the applicable teeth, and then click (or tap) the **Permanent** or **Primary** button. Repeat this process as needed to change the dentition of other teeth. Then, click (or tap) the **Back to assignment** link.



- c. Select the correct tooth numbers or deselect tooth numbers as needed.
 - d. Click (or tap) **Assign Teeth**.
- For a 3D image or volume, change the assigned tooth numbers as needed.

Do the following:

- a. Click the **Edit** button .
The **Assign Tooth Numbers** dialog box appears.



- b. To change dentition, click (or tap) the **Toggle primary/permanent** link to show a tooth chart and the dentition buttons, select the applicable teeth, and then click (or tap) the **Permanent** or **Primary** button. Repeat this process as needed to change the dentition of other teeth. Then, click (or tap) the **Back to assignment** link.

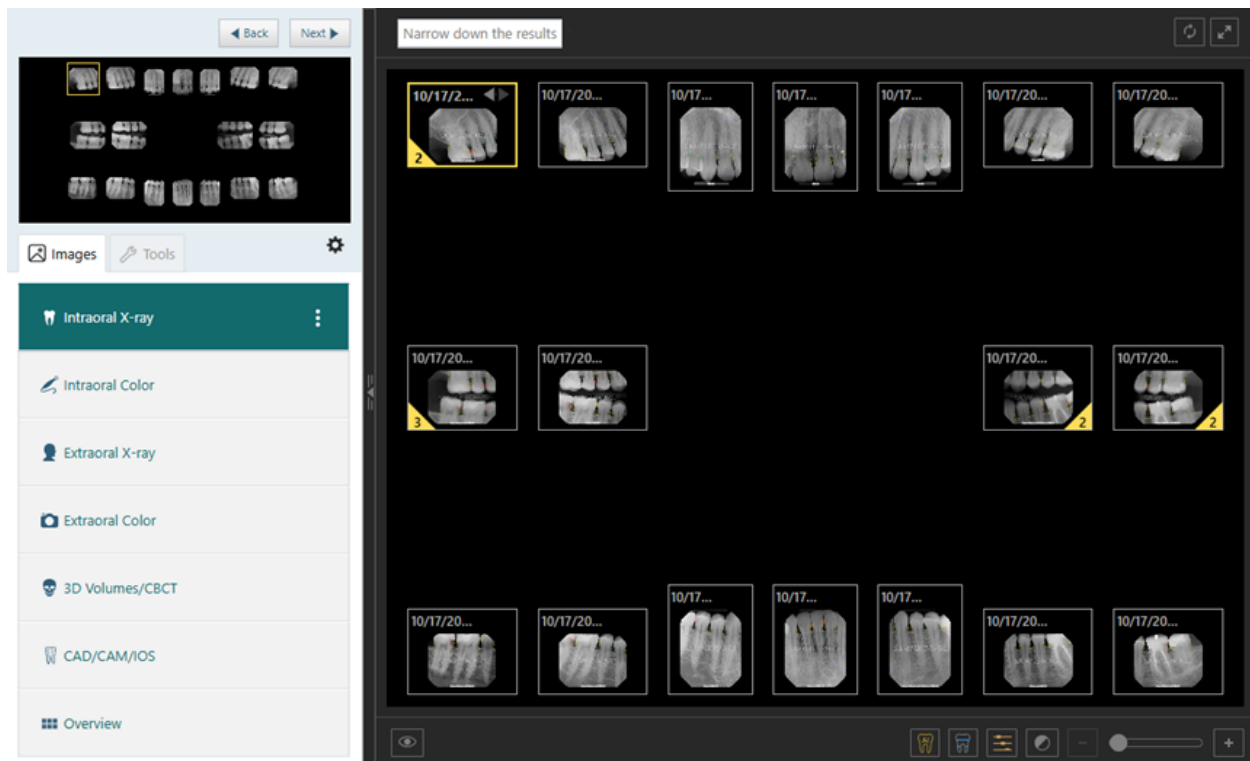


- c. Select the correct tooth numbers or deselect tooth numbers as needed.
- d. Click (or tap) **Assign Teeth**.

The Modality View

Using the Modality view

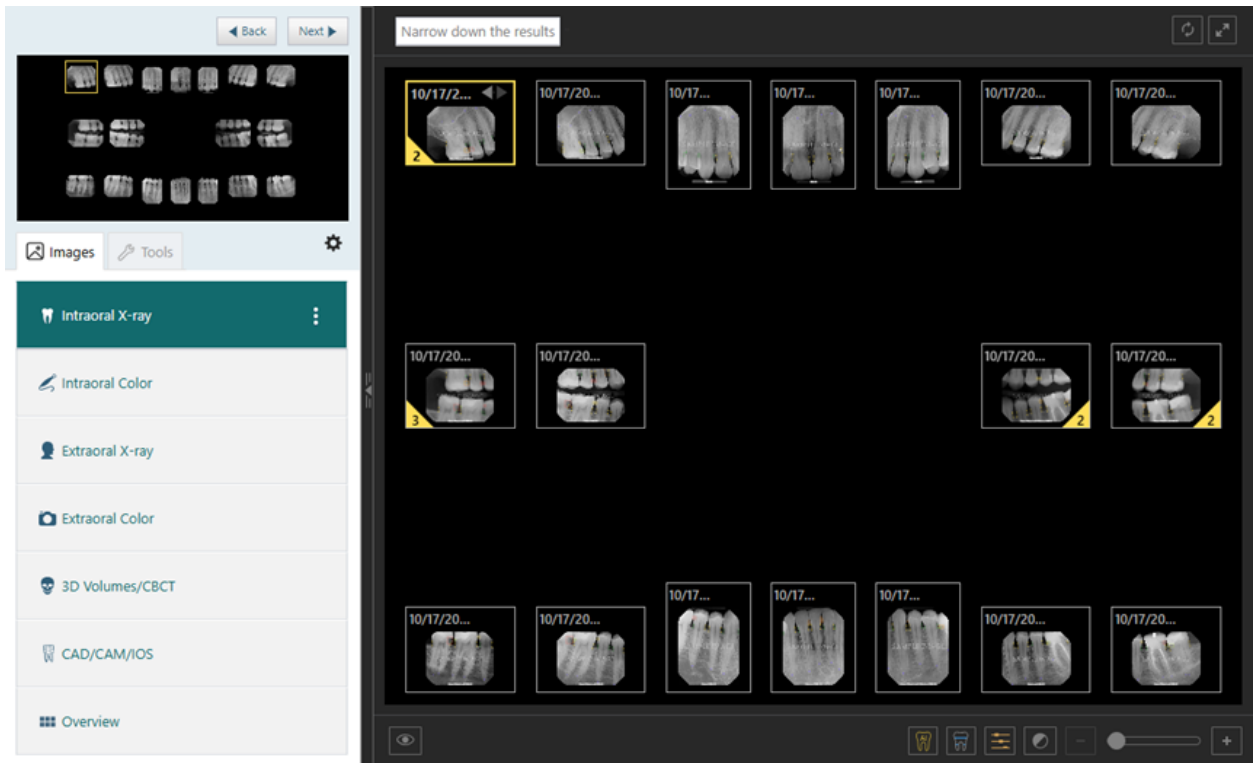
The modality or anatomical workflow (SuperFMX/Modality view), which is similar to what one experiences with DEXIS, is provided in Imaging to help improve the functionality, user interface, and overall experience for users who are accustomed to using DEXIS and then switch to Imaging. The SuperFMX/Modality view provides a level of flexibility and efficiency to imaging workflows. You can switch between the traditional template or exam-based workflow (Exam view) and the modality or anatomical workflow (SuperFMX/Modality View) as needed to accommodate your organization's diverse operational preferences and clinical needs and support your diagnostic processes.



As needed, you can filter images in Modality view.

The tabs on the left navigation panel provide dedicated views for specific imaging modalities:

- **Intraoral X-ray** - Displays all intraoral X-rays for the patient. This modality is selected by default. The FMX 18 anatomical view is displayed by default, with images organized by tooth number, and it provides a comprehensive overview of the patient's dental anatomy. There are options for switching to an FMX 21 anatomical view, using a tiled view, and flipping the view.

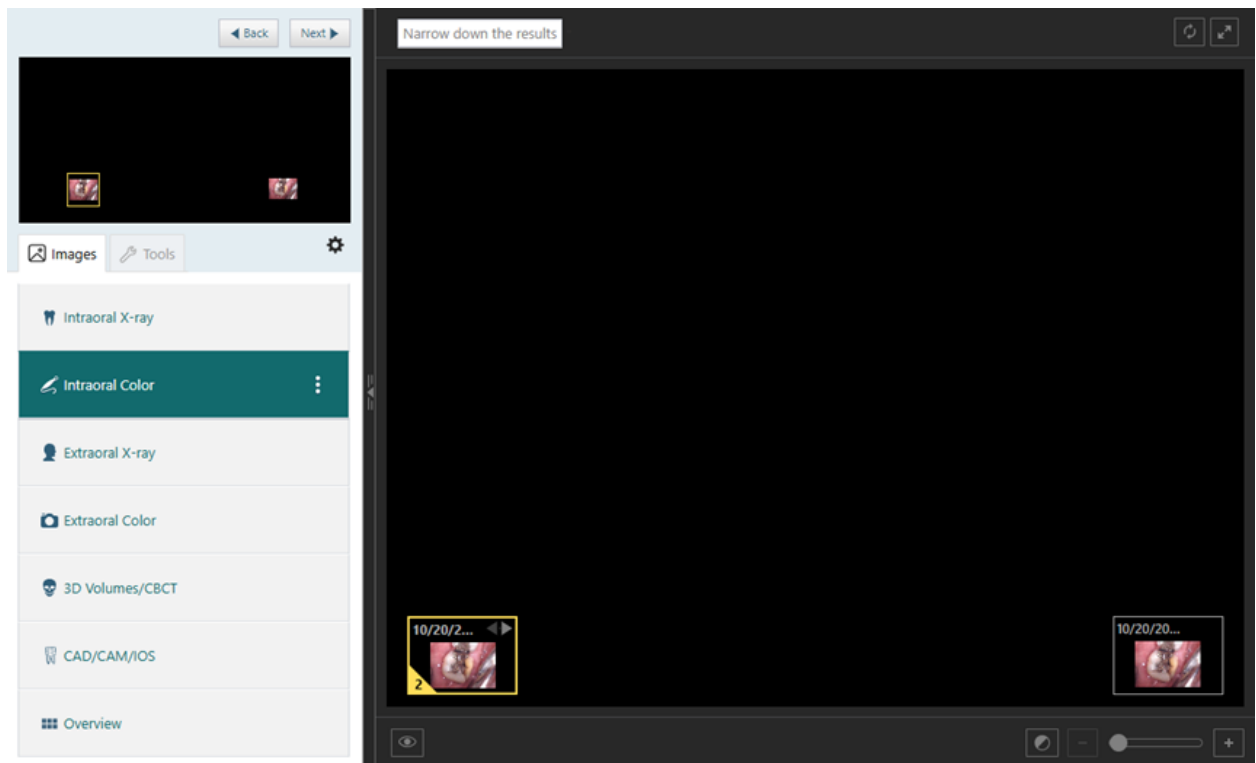


Notes:

- Each image is assigned a slot based on the tooth number.
- For a slot with multiple images, the newest image is displayed at the top of each stack. The yellow corner indicators on image stacks indicate that additional images are available.

You can click (or tap) a selected image to view it in the single-image view, which provides an isolated, focused view of that image. The view includes a filmstrip navigator for scrolling through all images in the stack and enhanced navigation controls for quick image selection.

- **Intraoral Color** - Displays all intraoral color images for the patient. The FMX 18 anatomical view is displayed by default, with images organized by tooth number. There are options for switching to an FMX 21 anatomical view, using a tiled view, and flipping the view.

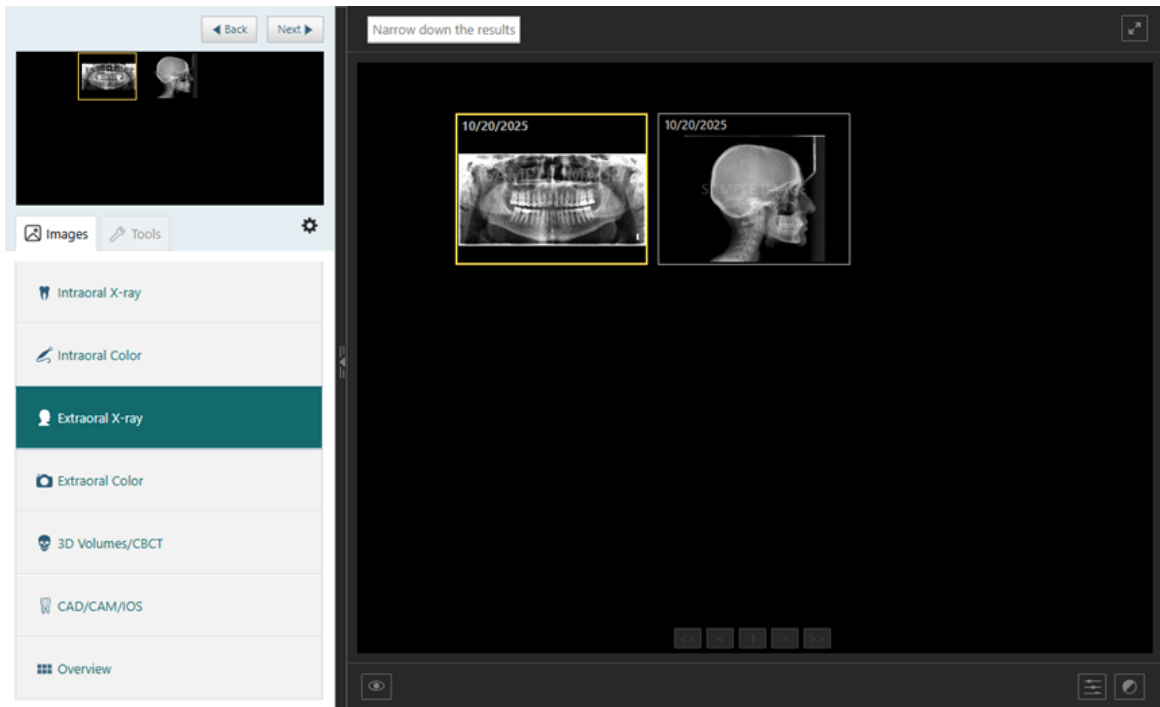


Notes:

- Each image is assigned a slot based on the tooth number.
- For a slot with multiple images, the newest image is displayed at the top of each stack. The yellow corner indicators on image stacks indicate that additional images are available.

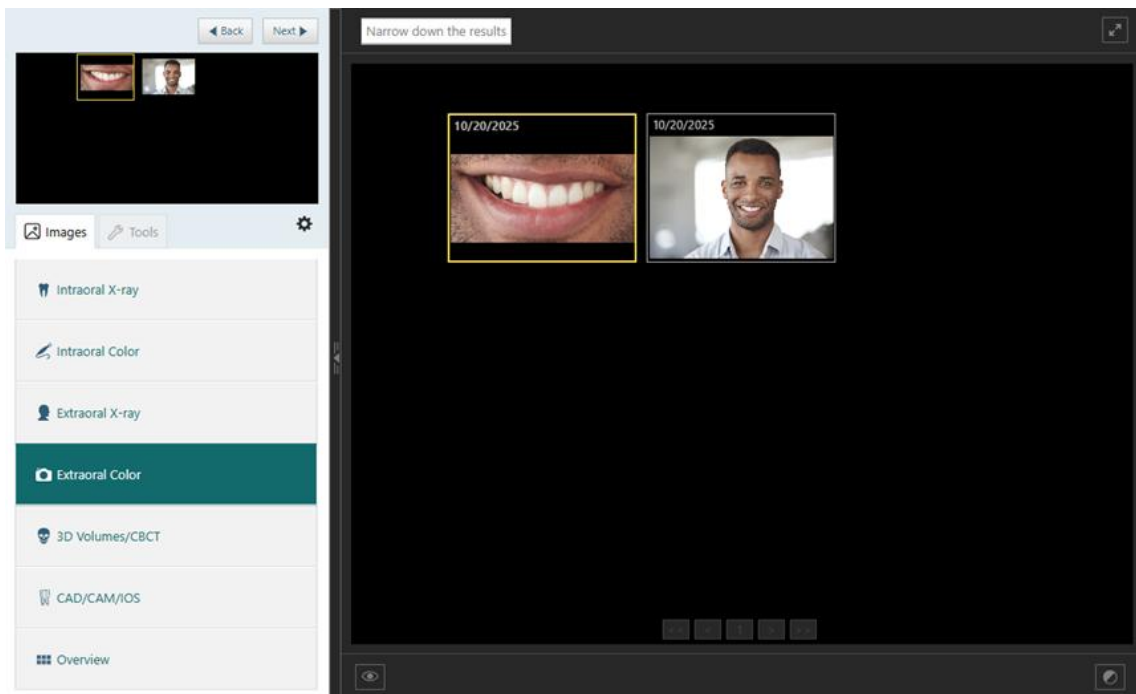
You can click (or tap) a selected image to view it in the single-image view, which provides an isolated, focused view of that image. The view includes a filmstrip navigator for scrolling through all images in the stack and enhanced navigation controls for quick image selection.

- **Extraoral X-ray** - Displays all extraoral x-rays for the patient in a chronological, tiled view.



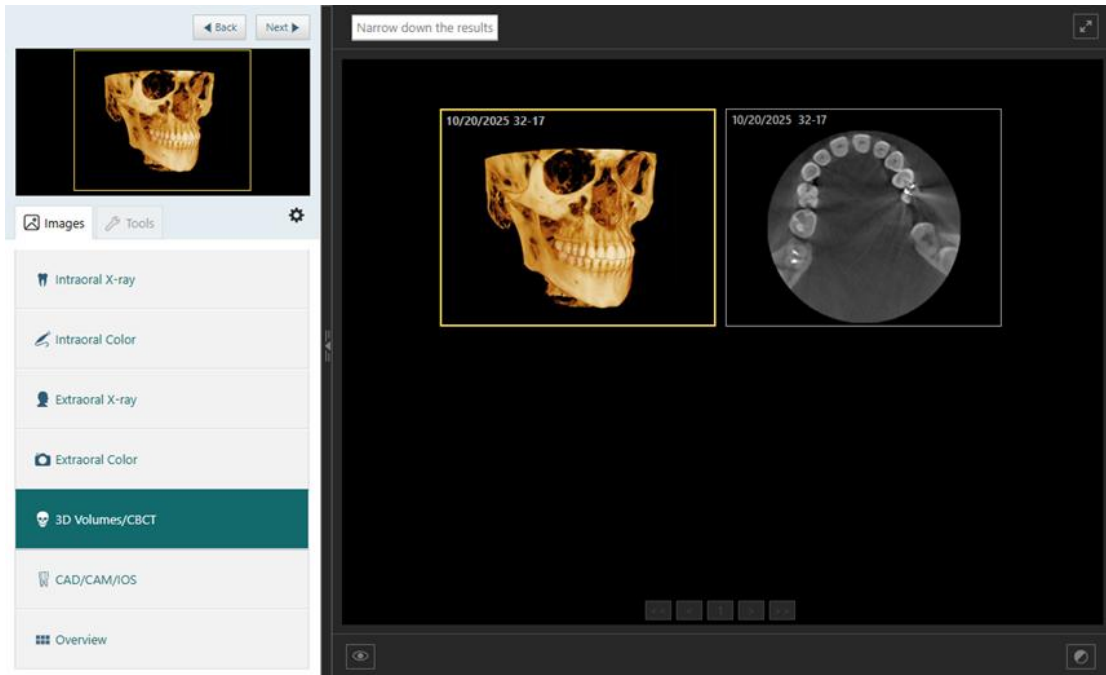
You can click (or tap) a selected image to view it in the single-image view, which provides access to a variety of tools for detailed analysis and editing, allowing for precise examination of extraoral radiographic data.

- **Extraoral Color** - Display all extraoral color images for the patient in a chronological, tiled view.



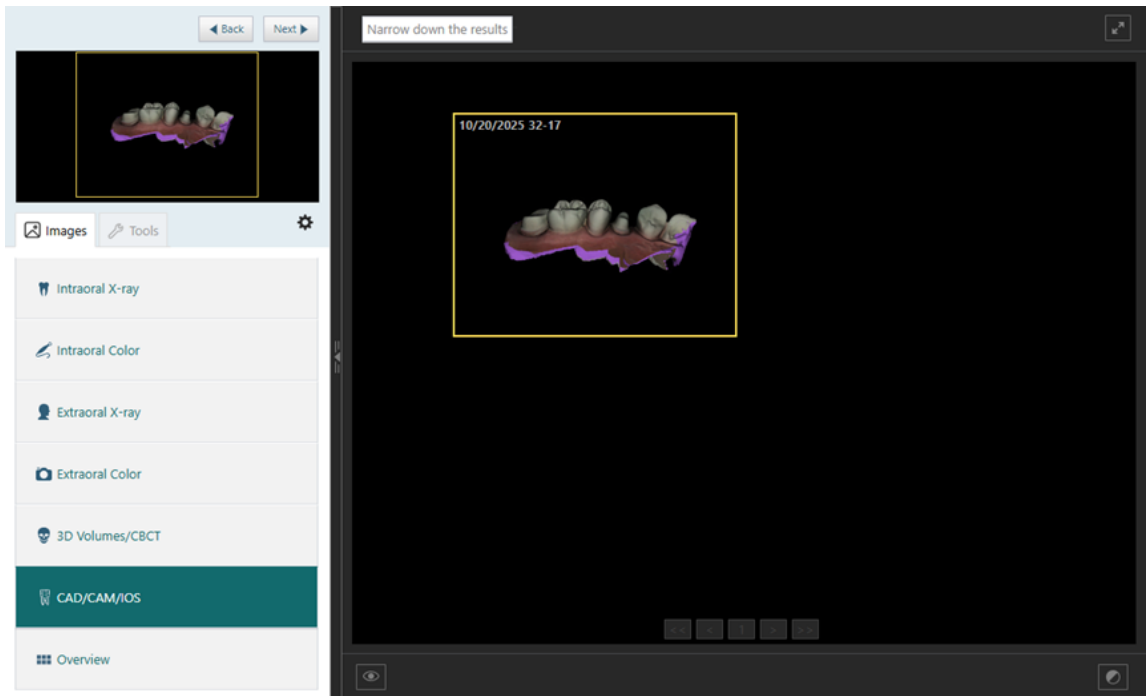
You can click (or tap) a selected image to view it in the single-image view, which accesses a variety of tools for detailed analysis and editing, enhancing the examination of extraoral photographs.

- **3D Volumes/CBCT** - Displays all 3D volumetric and cone beam computed tomography (CBCT) images for the patient in a chronological, tiled view.



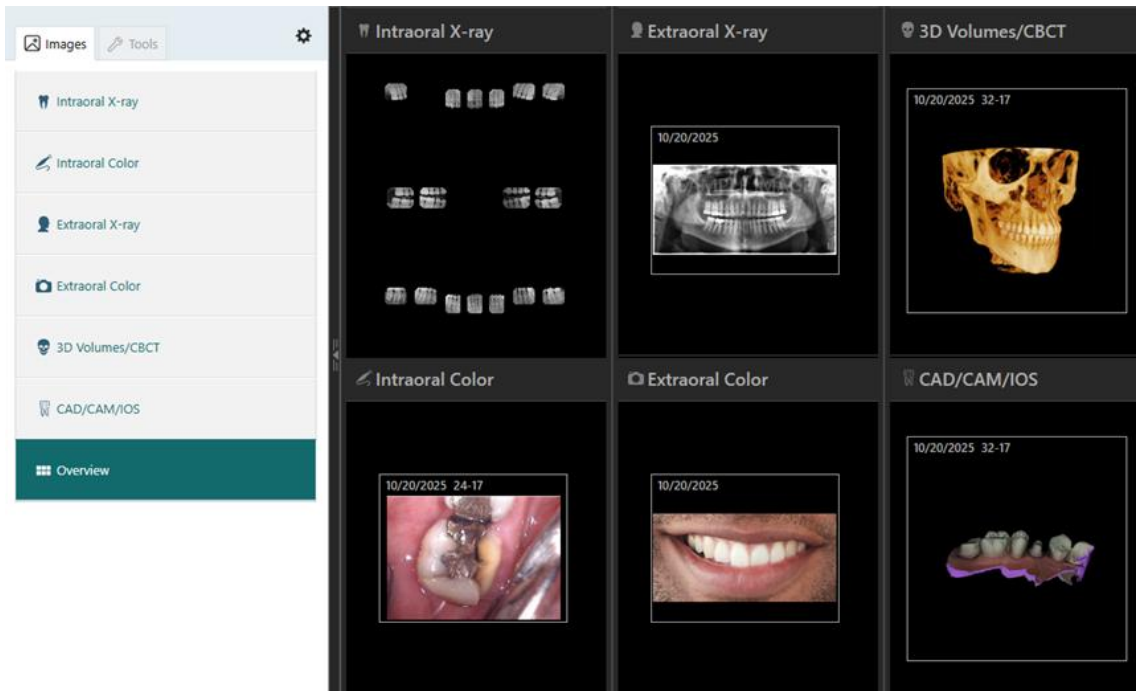
You can click (or tap) a selected image to view it in the single-image view, which provides access to a range of tools for detailed analysis and editing, allowing for precise examination of the volumetric data.

- **CAD/CAM/IOS** - Displays all CAD/CAM and intraoral scanner (IOS) images for the patient in a chronological, tiled view.

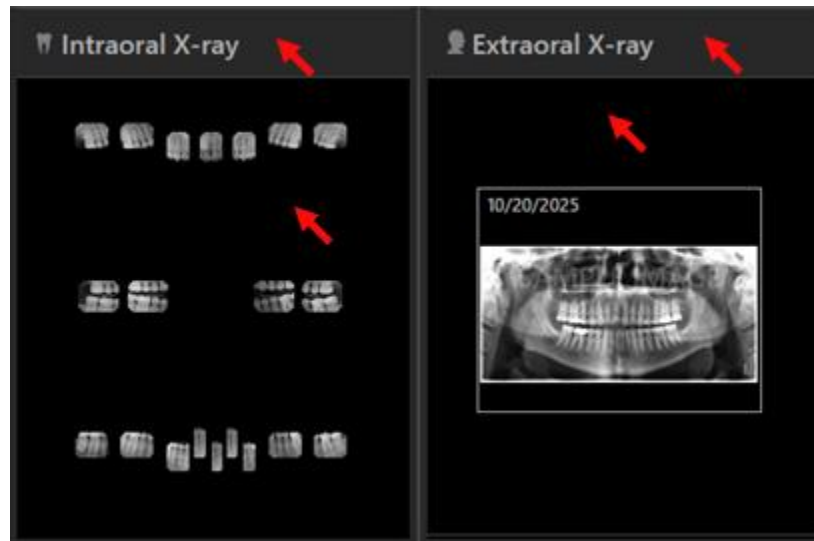


You can click (or tap) a selected image to view it in the single-image view, which provides access to a variety of tools for detailed analysis and editing.

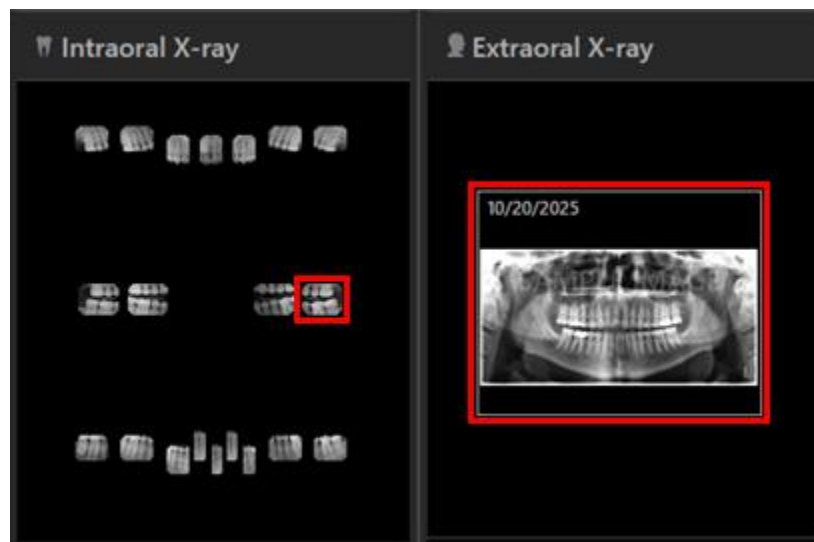
- **Overview** - Shows a snapshot of all imaging modalities for the patient. Each modality is represented visually, allowing you to quickly assess available imaging data.

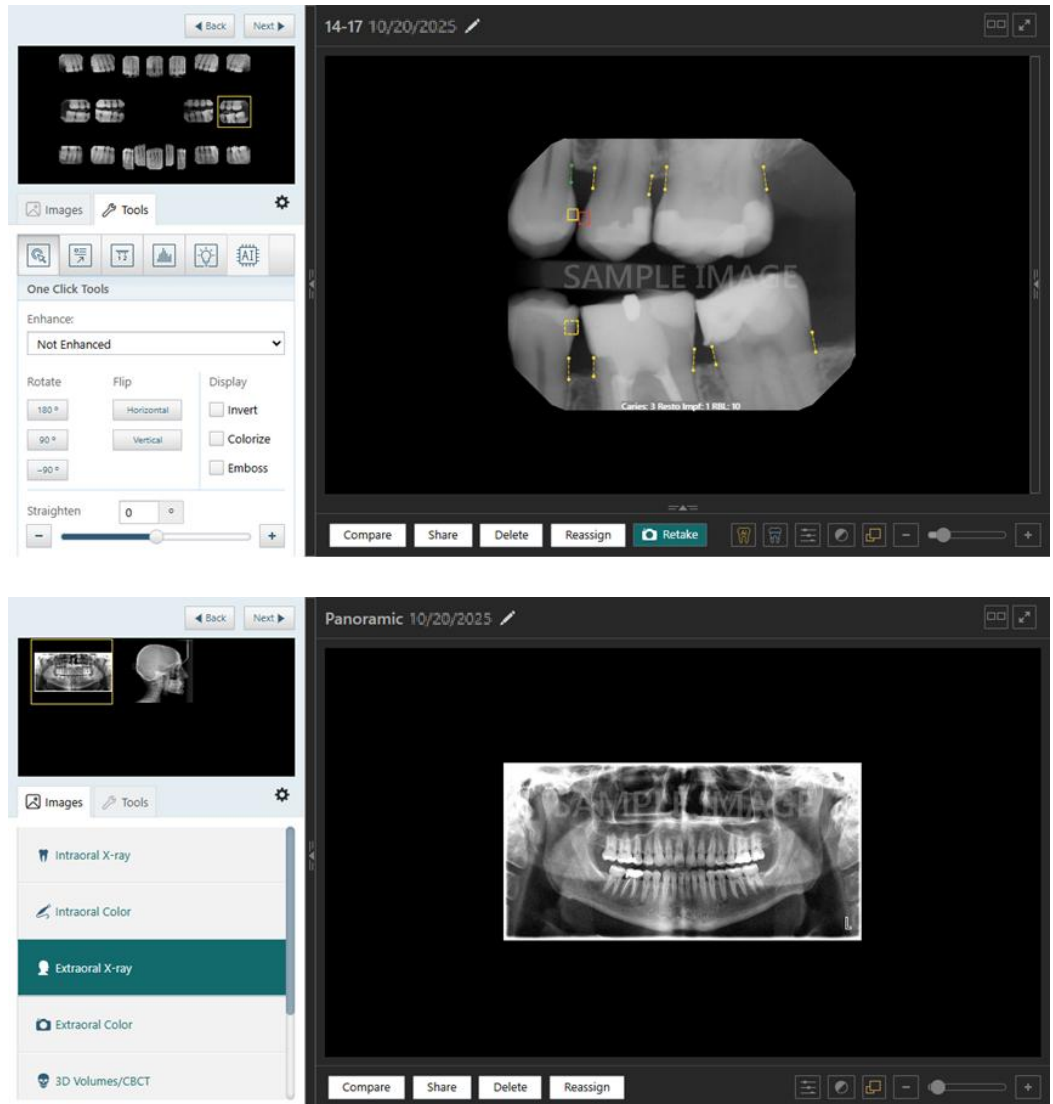


- Clicking (or tapping) the heading of a modality's box or anywhere in the box where there is not an image redirects you to the corresponding modality tab, enabling seamless access to detailed views and further functionality.



- Clicking (or tapping) one of the images in the **Intraoral X-ray** modality's box redirects you to the single-image view of that image with the **Tools** tab selected. Clicking (or tapping) an image in a different modality's box redirects you to the single-image view of that image on the corresponding modality tab.





Filtering images in the Modality view

If you are using Modality View, a **Narrow down the results** box is available at the top of the viewing area so you can filter by date, tooth number, or deleted images.

To filter images by specific criteria

1. Click (or tap) in the **Narrow down the results** box to view the available filters.



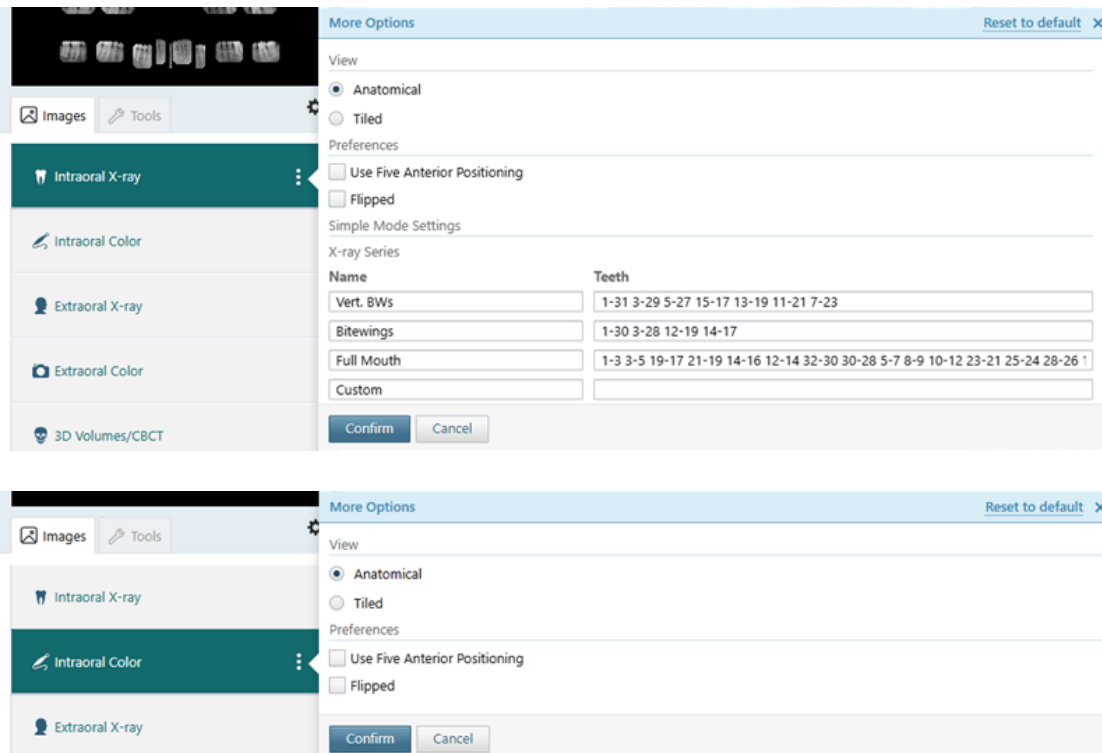
2. Set up any of the following filters:
 - **Date** - To view the images according to a different date, select the desired date in the list under **Show images taken on**. To view all images that have been acquired on and after the selected date, select the **All since that day** checkbox. To view the images that were acquired only on the selected date, clear the **All since that day** checkbox.
 - **Show Deleted** - To view deleted images so you can review or recover them, select this checkbox.
Note: Viewing or restoring deleted images is only possible with the use of this filter.
 - **Teeth** - To view images for specific teeth, select the desired teeth on the **Tooth chart**.
Note: The tooth filter does not apply to intraoral photos that do not have tooth numbers assigned to them, extraoral X-rays (which apply to all teeth), and extraoral photos (which apply to all teeth). To clear all tooth selections, click (or tap) the **Clear selected** link.
 - **Show everything** - To set the filter options to their default states and display all the patient's images, including deleted images, click (or tap) the **Show everything** link.
3. Click (or tap) the **X** in the upper-right corner of or anywhere outside of the **Narrowing Down the Results** menu to close the menu.

Changing the view options for a modality

If you are using the Modality View, you can change the view preferences for the Intraoral X-ray and Intraoral Color modalities.

To change the view options

1. With the **Intraoral X-ray** or **Intraoral Color** tab selected, click (or tap) the **More Options** button (three vertical dots) to view the **More Options** menu.



2. Set up the following options as needed:

- **Anatomical** - Displays images in an FMX 18 or FMX 21 layout, organized by tooth number.

With this option selected, specify the following **Preferences**:

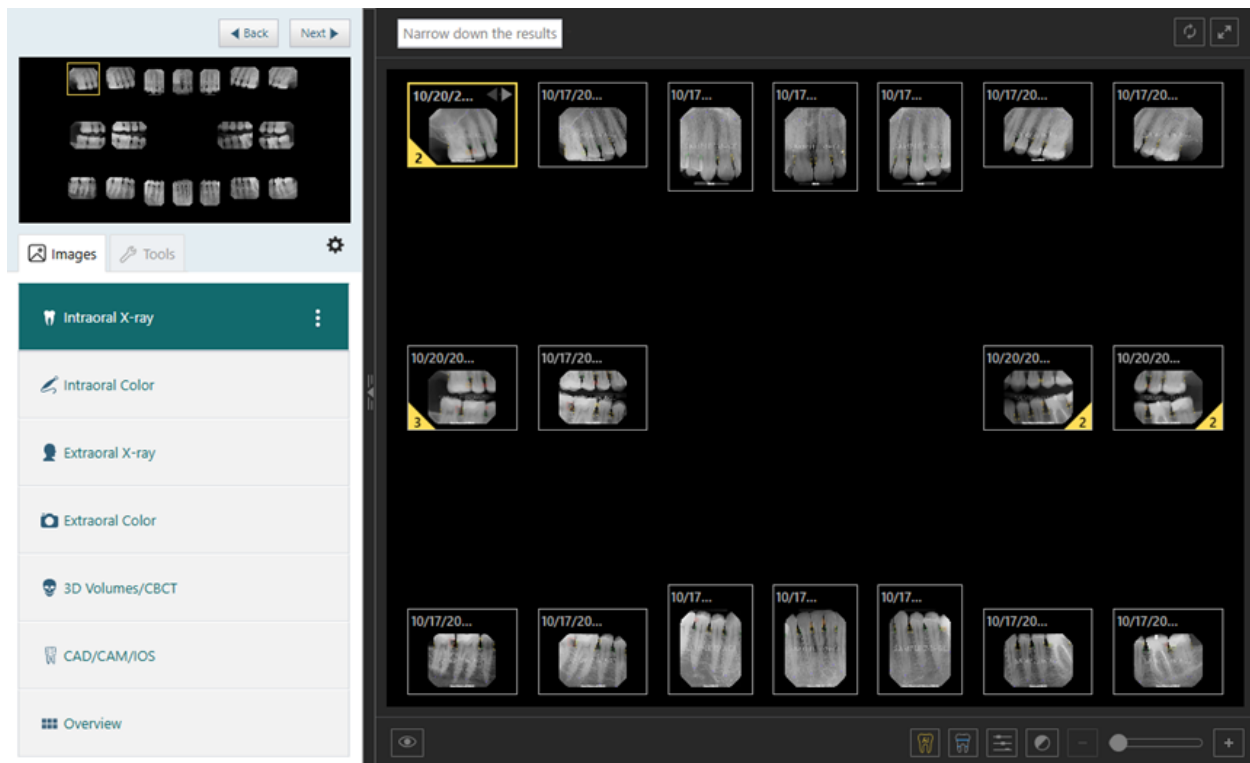
- **Use Five Anterior Positioning** - Based on clinical needs, select this checkbox to use a layout with five anterior image positioning, or clear this checkbox to use a layout with three anterior image positioning.
- **Flipped** - To flip the layout for an alternative viewing preference, select this checkbox.
- **Tiled** - Displays all images for a patient in chronological order with pagination.

Notes:

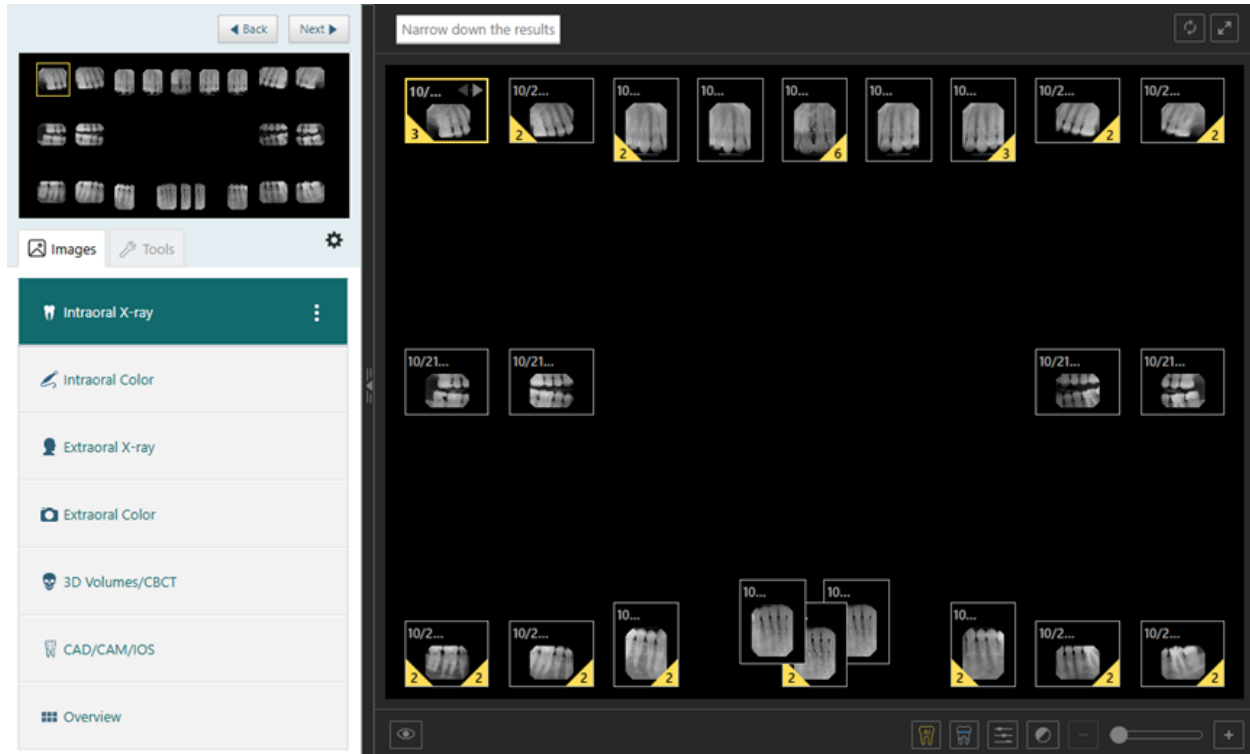
- Regardless of which modality you accessed the menu from, changing an option affects both modalities.
- Regardless of which modality you accessed the menu from, clicking (or tapping) the **Reset to default** link (in the upper-right corner of the menu) resets all the options (**View**, **Preferences**, and **X-ray Series**) to the system defaults.

3. Click (or tap) **Confirm**.

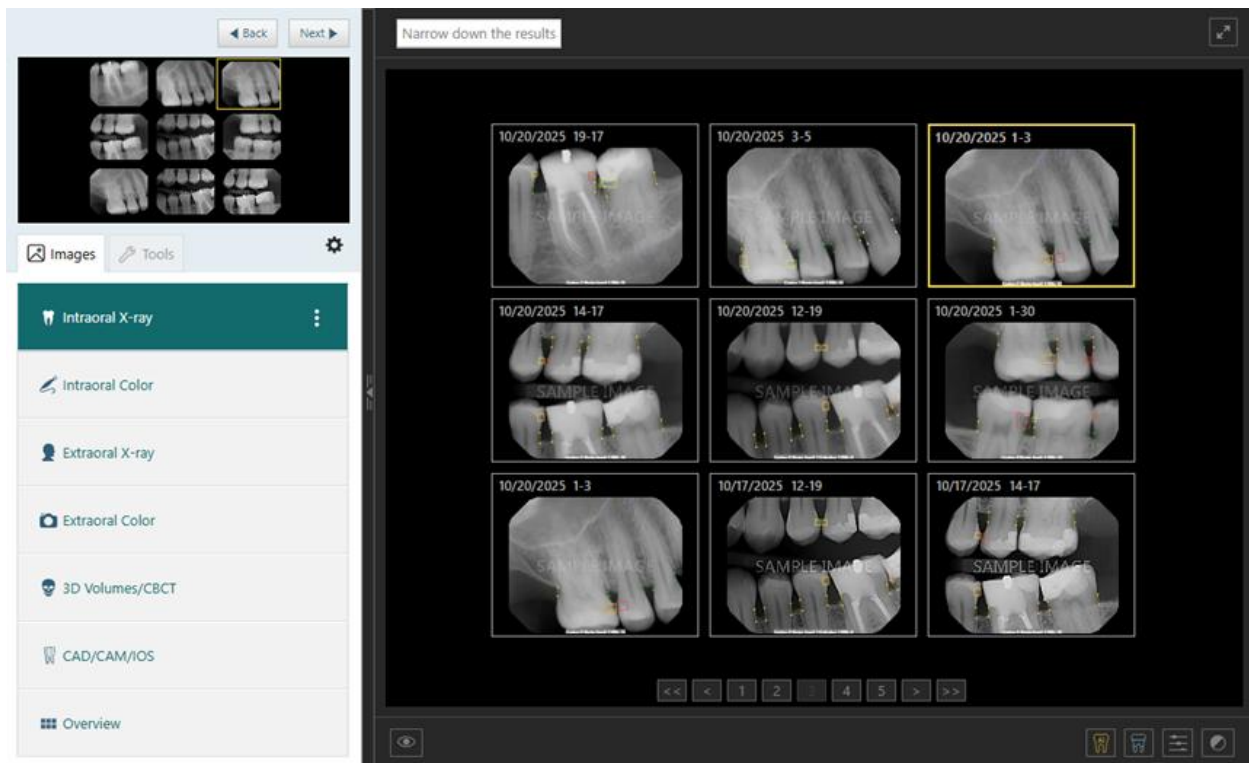
Anatomical view of intraoral X-rays using three anterior image positioning:



Anatomical view of intraoral X-rays using five anterior image positioning:



Tiled view of intraoral X-rays:

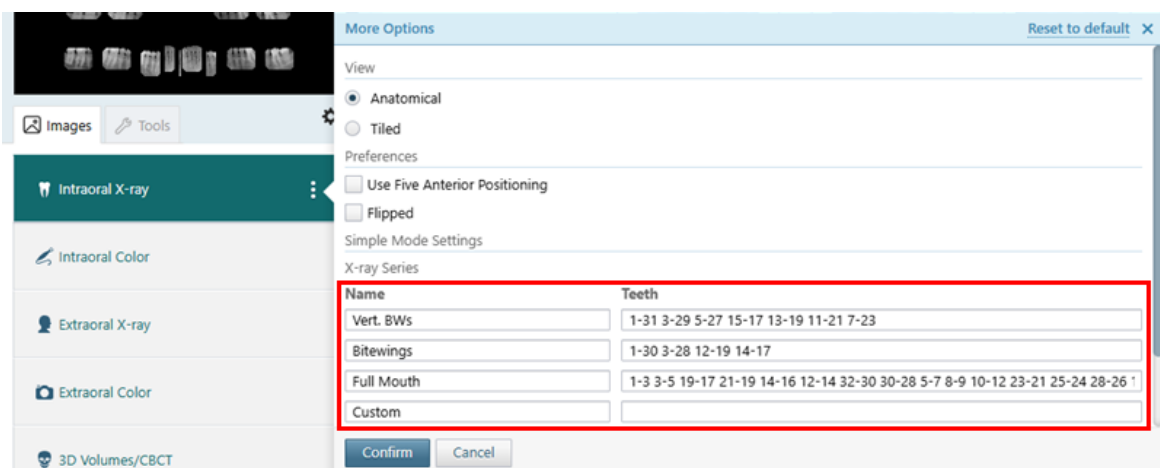


Customizing X-ray series for Simple Mode acquisitions

If you are using Modality View, you can customize the procedures for Simple Mode acquisitions of intraoral X-ray series.

To customize X-ray series

1. With the **Intraoral X-ray** tab selected, click (or tap) the **More Options** button (three vertical dots):



2. Under **X-ray Series**, customize any of the series (which are "Vert. BWs," "Bitewings," "Full Mouth," and "Custom" by default) as needed:

- **Name** - The name to identify the series.
- **Teeth** - The tooth numbers for each image in the series. For each tooth range, enter the first and last tooth number separated by a dash. Each range must be separated by a space. Each range corresponds to a step in the acquisition sequence.

Notes:

- For a tooth range that includes teeth in both arches, type the upper-left-most tooth number, a dash (-), and then the lower-right-most tooth number. For example, type 1-30 for teeth 1, 2, 3, 32, 31, and 30.
- For any of the first three series, if you do not specify any teeth, the default name and teeth will be used for acquisitions.
- For the fourth series, if you do not specify any teeth, the series will not be available for acquisitions.
- You can put all four series in any order.
- To reset all options (**View**, **Preferences**, and **X-ray Series**) to the system defaults, click the **Reset to default** link (in the upper-right corner of the menu).

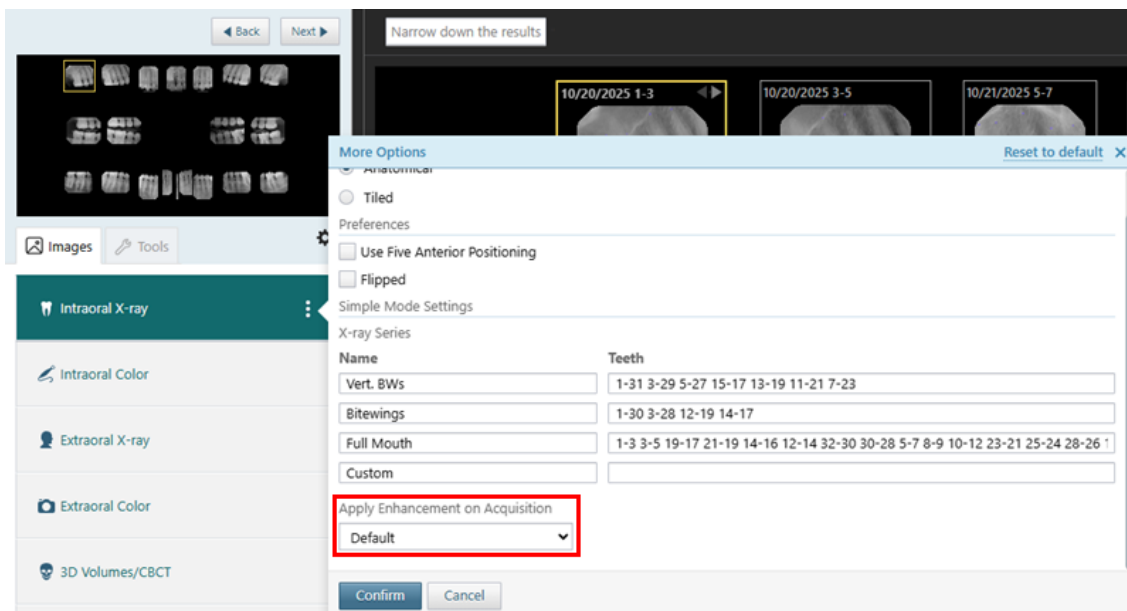
3. Click (or tap) **Confirm**.

Changing the default enhancement for Simple Mode acquisitions

If you are using Modality View, you can select a default enhancement for Simple Mode acquisitions of intraoral X-ray series.

To change the default enhancement

1. With the **Intraoral X-ray** tab selected, click (or tap) the **More Options** button (three vertical dots):



2. From the **Apply Enhancement on Acquisition** list, select the enhancement that you want to have applied to images by default.
3. Click (or tap) **Confirm**.

Acquiring intraoral X-rays in Simple Mode

In the Modality view, there is a "Simple Mode" for acquiring intraoral X-ray images. This mode provides a streamlined acquisition workflow that includes simplified navigation, an interactive tooth chart, and device-based procedure buttons.

Note: When you use Simple Mode to acquire images, procedures are not posted to the patient's ledger.

To acquire intraoral X-rays

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.

Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
3. Select **Acquire images**.

Notes:

- If the acquisition agent is not installed, the **Acquisition Activation** dialog box appears. Click (or tap) the **Click here** link to download the acquisition agent installer. Then, click (or tap) **Done**. After you install the acquisition agent and the drivers for your acquisition devices, you can begin acquiring images.
- If you have not already accepted the diagnostic use policy, the **Diagnostic Use Warning** dialog box appears. To begin using the imaging features of Imaging, you must select the **I accept the above-mentioned policy** checkbox, and then click (or tap) **Accept & Go to Imaging**.

Diagnostic Use Warning

Imaging software is designed to be operated by dental care professionals whom are trained in providing dental care to patients.

To effectively operate the Dentrix Ascend Imaging software, it is Strongly Recommended that all users obtain dedicated training on the software; prior to use on patients.

Imaging Users must practice and learn using the software, features, and be comfortable using digital imaging equipment; prior to use on patients.

Read and understand the [Imaging User's Guide](#) in its entirety; prior to use on patients.

This software contains advanced imaging filters which can accentuate specific detail in an x-ray image to aide in diagnosis. Note: All sharpening filters can create artifacts and therefore the use of this software and imaging filters must be used in combination with other diagnostic aides and clinical experience to form a final diagnosis.

Calibration of measurements to a known length object will assure accurate measurements, otherwise measurement results may be less accurate because of inherent distortion in certain x-ray images.

Do not operate Imaging software upon patients if you are feeling ill, fatigued, or if you are experiencing lack of concentration.

☒ I accept the above-mentioned policy

Accept & Go to Imaging
Cancel

The options for acquiring images become available.

Billing Options

☒ Apply charges
☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

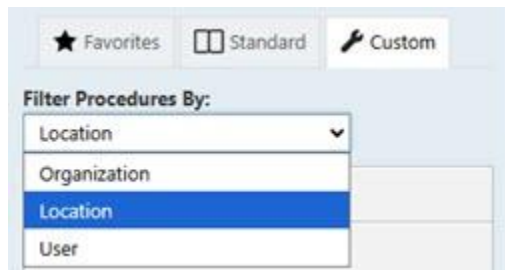
★ Favorites
☐ Standard
☒ Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

Please select a procedure from the list on the left

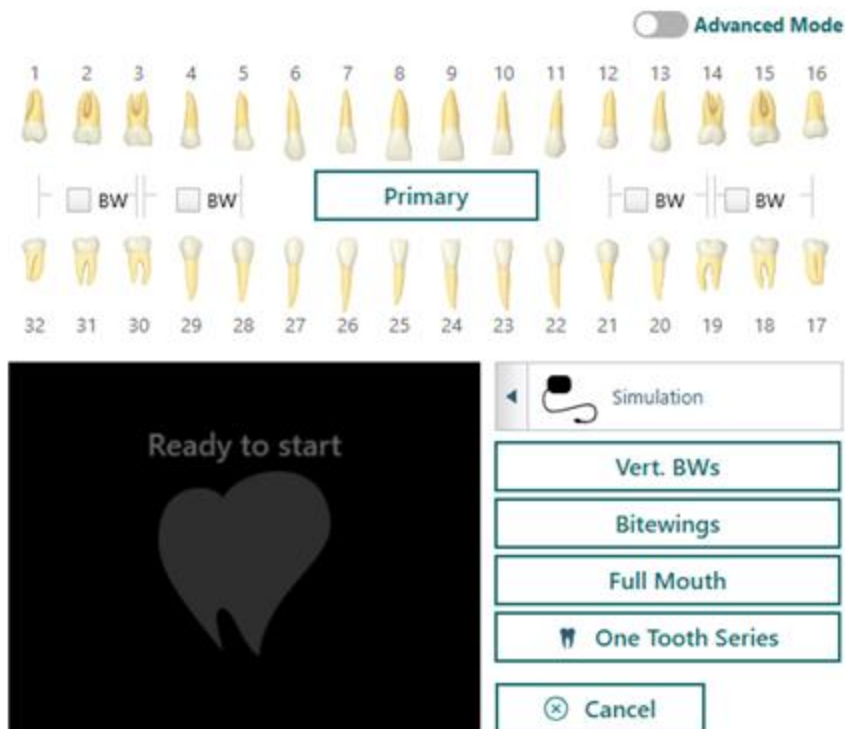
4. On the navigation panel, select one of the following tabs:
 - **Favorites** - This tab contains the imaging procedures for the current location that have been marked as favorites. This tab is available only if there are favorite imaging procedures for the current location. If there are favorite imaging procedures for the current location, this tab is selected by default.

- **Standard** - This tab contains the standard imaging procedures that come with Imaging. This tab is available for all locations. If there are not any favorite imaging procedures for the current location, this tab is selected by default.
- **Custom** - This tab contains custom imaging procedures. This tab is available only if custom imaging procedures exist.
On the **Custom** tab, you can filter procedures according to the following options:
 - **Organization** - Displays all custom procedures that were created in your organization.
 - **Location** - Displays only the custom procedures that were created in the location that you are currently viewing.
 - **User** - Displays only the custom procedures that were created by the user whose account you are currently logged in with.



Note: By default, **Location** is selected the first time you access Imaging. Whichever option you select after that is saved for the next time you view the custom procedures list.

5. Select an imaging procedure that corresponds to the acquisition type for intraoral X-rays (such as **1 Bitewing** or **Full Mouth Series**).
The options for the selected procedure become available.



7. Make sure that the correct device is selected.

Note: You cannot use phosphor plates in Simple Mode. Directly integrated devices, TWAIN devices, importing from file, and simulations are supported.

8. Optionally, on the odontogram, do one of the following:
 - To start a single bitewing acquisition, select a **BW** checkbox.
 - To start a one-tooth acquisition, select an individual tooth.

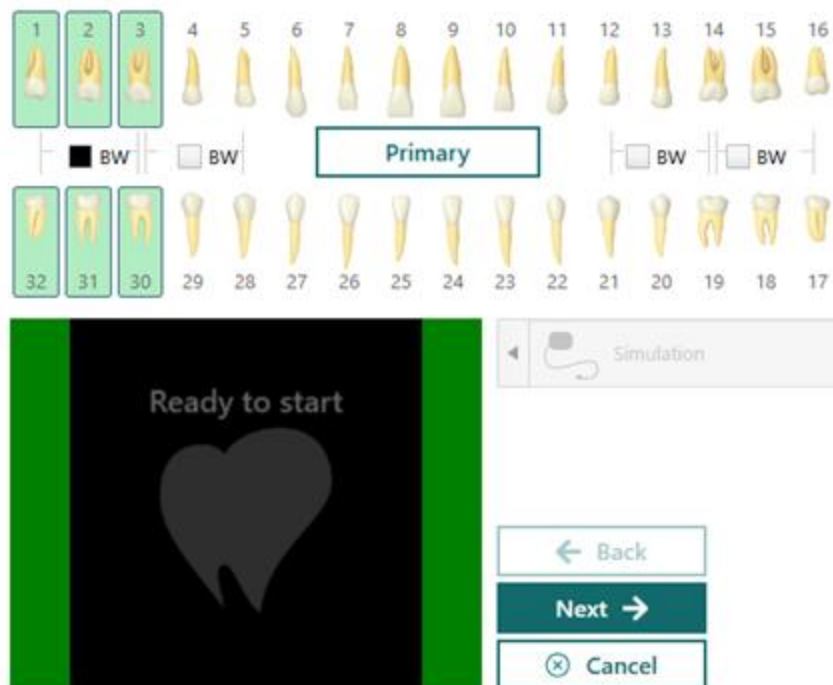
The acquisition device becomes ready (green). Skip to step 10.

9. Click one of the procedure buttons.

Notes:

- There are four procedure buttons by default ("Vert. BWs," "Bitewings," "Full Mouth," and "One Tooth Series").
- You can customize any of the first three procedures ("Vert. BWs," "Bitewings," and "Full Mouth"). You can rename the procedure and/or customize the tooth numbers for each image in the series as needed. You cannot customize the "One Tooth Series" procedure.
- You can define an additional procedure.
- If you skipped step 8 and then click **One Tooth Series**, select a tooth on the odontogram, and then proceed to step 10.

The applicable teeth are selected on the odontogram, and the acquisition device becomes ready (green).



Note: For a series, you can click **Back** and **Next** to skip between the steps in the acquisition sequence as needed.

10. Acquire the individual image or each image of the series.

AI

You can use artificial intelligence to detect possible caries, interproximal radiographic bone levels (RBL), periapical radiolucency (PRL), interproximal calculus, and restoration imperfections on X-ray images and more in Imaging with the purchase of various AI partners, including VideaAI.

Automatic submission of new images for analysis

With AI activated, as you acquire an individual image or a series, each image is submitted to Videa Health automatically for analysis as applicable.

Billing Options

☐ Without interpretation/analysis using code D0708

☒ Apply charges ☒ Bill to insurance

Select provider

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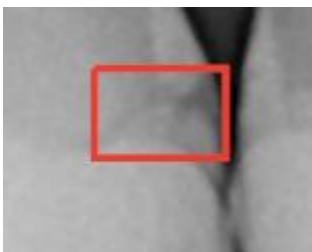
★ Favorites ☒ Standard ☐ Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

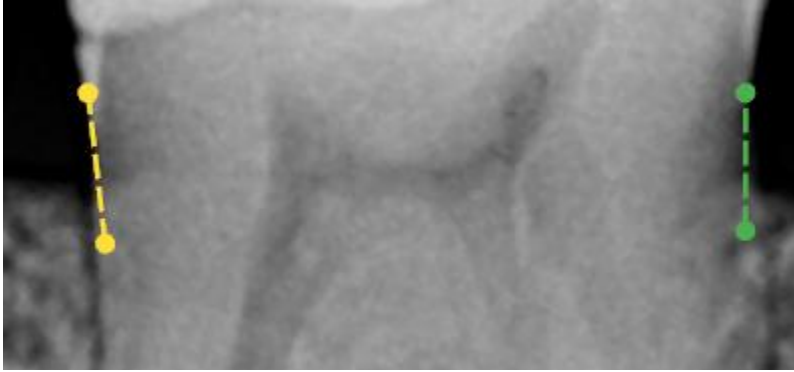
Note: If you are using the Modality view, automatic submission also occurs when you acquire in simple mode.

When you finish the acquisition, the following can appear on the image automatically:

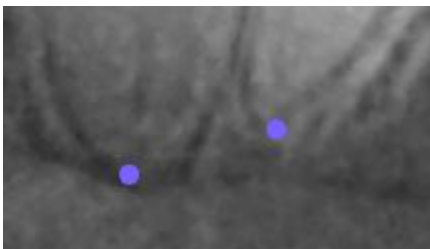
- Results of the caries analysis - Boxes appear on the image where possible areas of decay were detected.



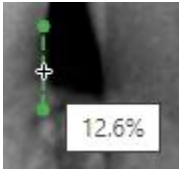
- Results of the bone level (RBL) analysis - Dashed lines appear on the image where bone levels were measured. The color of a line (white, green, yellow, orange, or red) is determined by the severity of the calculated bone loss.



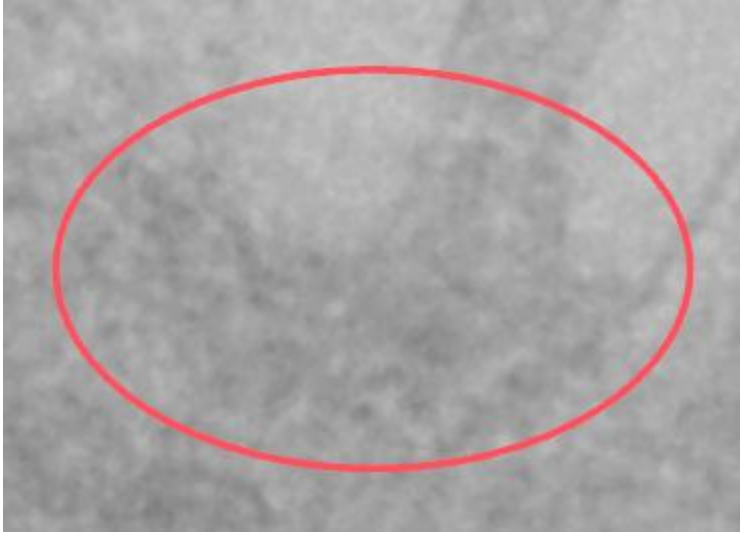
Also, purple dots appear on the image where root apexes (if any) were detected.



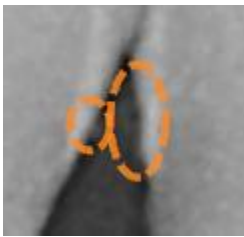
Note: You can position your pointer over a bone level measurement to view the calculated percentage of bone loss.



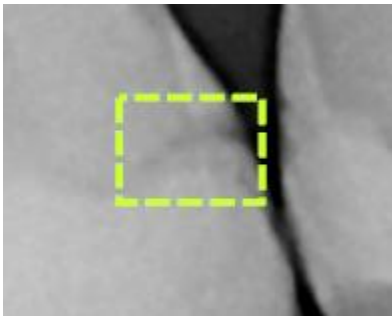
- Results of the periapical radiolucency (PRL) analysis - Red circles/ovals appear on the image where possible signs of inflammatory bone lesions around the root apices of teeth were detected.



- Results of the calculus analysis - Dashed orange circles/ovals appear on the image where possible areas of interproximal calculus were detected.



- Results of the restoration imperfections analysis - Dashed yellow squares/rectangles appear on the image where possible areas of decay and open margins under restorations were detected.



- Total number of indicators - The number of each type of AI finding appears in fine print at the bottom of the image.



Note: If an error occurs during submission, on the error message that appears, do one of the following:

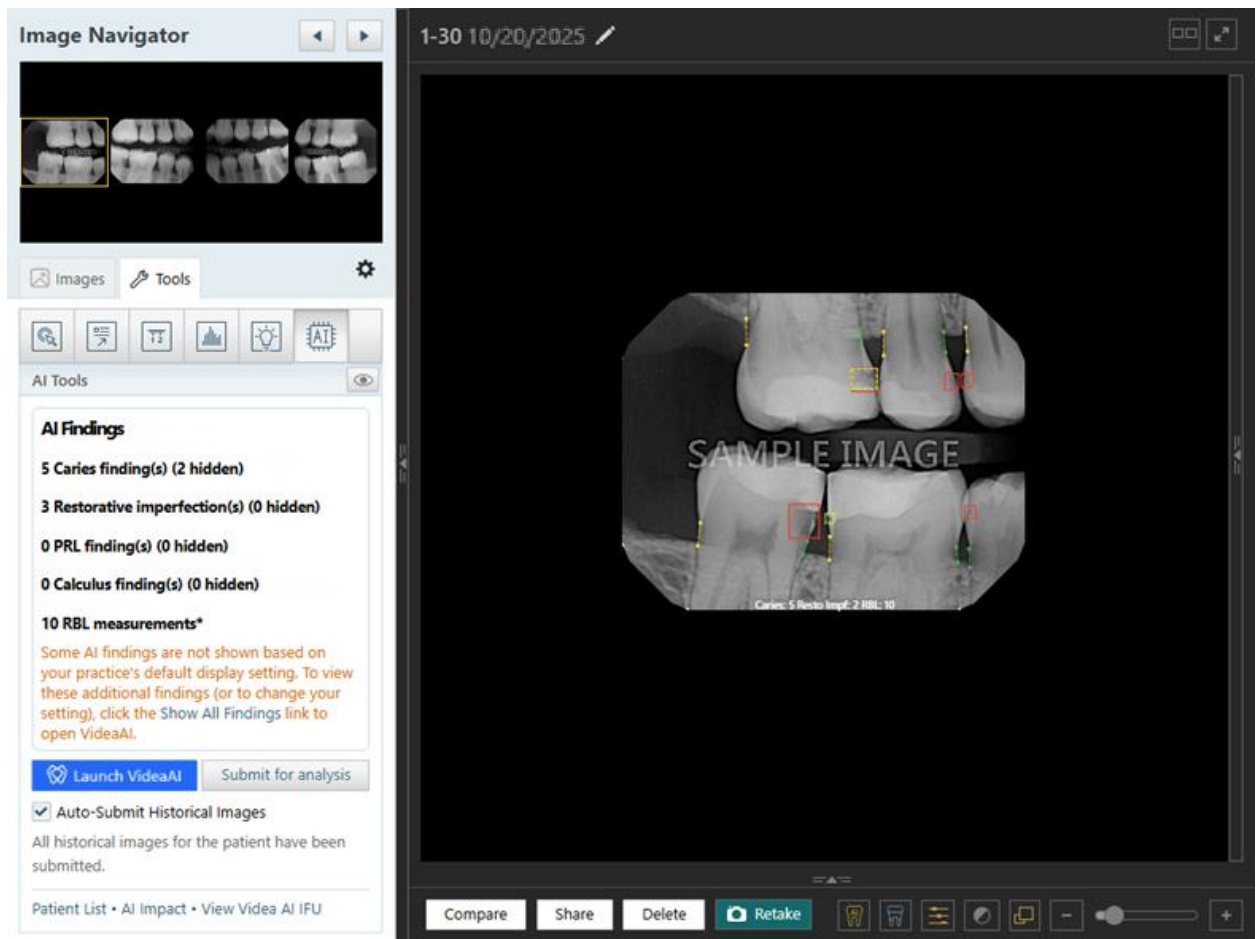
- To resubmit the image for analysis, click (or tap) **Re-Submit**.
- To end the acquisition mode without resubmitting the image for analysis, click (or tap) **Finish Acquisition**. You can manually submit the image for analysis later.
- To continue to the next step in the acquisition sequence without resubmitting the current image for analysis, click (or tap) the **X**. You can manually submit the image for analysis later.

Do any of the following:

- If you have acquired a series, to view detections for another image in that series, click (or tap) that image under **Image Navigator**.



- For a selected image, on the **Tools** tab, select the **AI** tool.



The number of each AI finding(s) appears on the left.

Note: For information about hiding AI findings and tooth anatomy, refer to the topics about hiding and showing findings and hiding and showing tooth anatomy.

Important: If you rotate an image or zoom in or out, it is automatically resubmitted for analysis, and it may take 3-5 seconds for the AI indicators to reappear.

Automatic submission of existing images for analysis

When you view an existing image that has not been analyzed by AI, Imaging can submit the image and any other images in the same series (if the image is part of a series) for analysis automatically.

Note: The reason why you need to submit an existing image for analysis may vary: it was acquired before AI was activated, it was acquired after AI was activated but before new types of detections became available, or there was an error during a previous attempt to submit it.

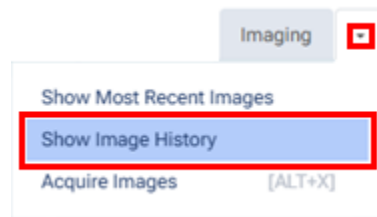
To have existing images submitted automatically for analysis

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.

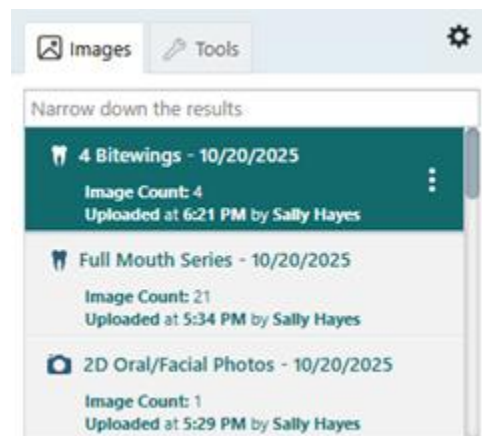
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

2. Do one of the following:

- View an image from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab menu, select **Show Image History**.



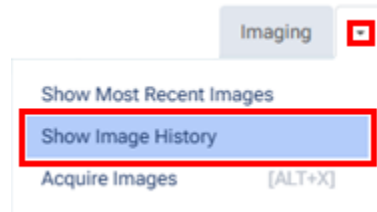
- b. On the **Images** tab, select an exam for an individual image or a series.



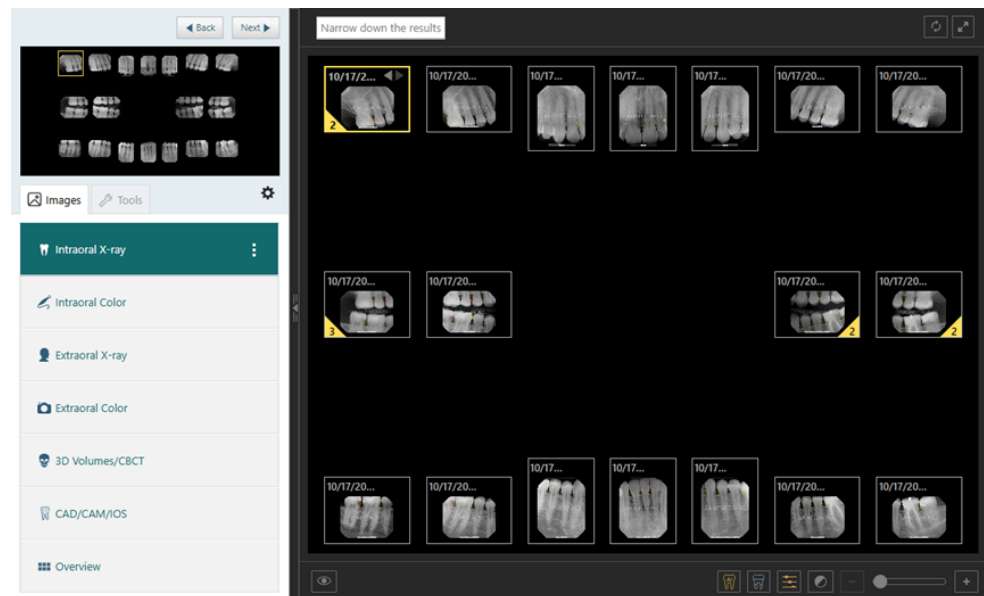
- c. If you have selected a series, under **Image Navigator**, click (or tap) an image of that series.



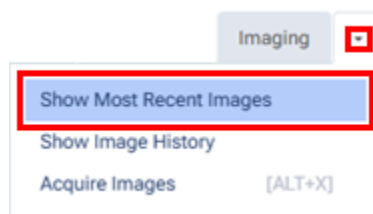
- View an image from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner**, or **Imaging**. Then, on the **Imaging** tab menu, select **Show Image History**.



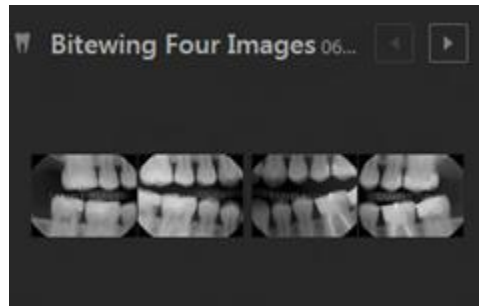
- b. On the **Intraoral X-ray** tab, select a slot of the template, and then click (or tap) it again.



- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner**, or **Imaging**. Then, on the **Imaging** tab menu, select **Show Most Recent Images**.

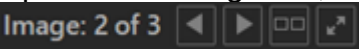


- b. Click (or tap) an individual image or an image in a series.



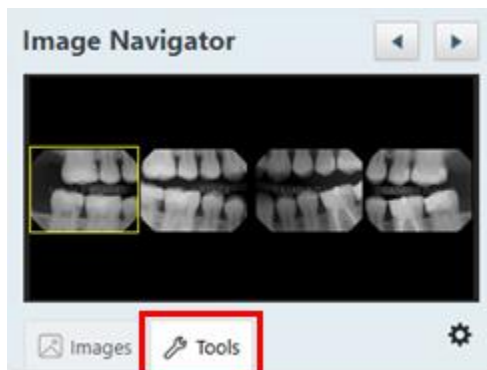
The selected image appears in the viewing area. If the image currently being viewed has been analyzed previously, the results appear; otherwise, it is submitted for analysis automatically, and then the results appear.



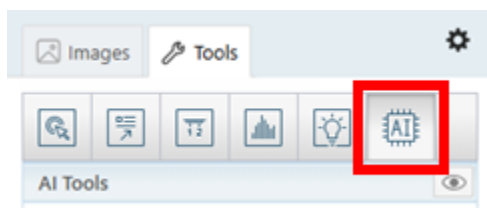
3. If the current template slot has multiple images assigned, to view an image other than the top image of the stack, do any of the following as needed:
- At the top of the viewing area, click (or tap) the **Previous** or **Next** button  as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
Note: If the panel is collapsed, click (or tap) the handle  to expand the panel.



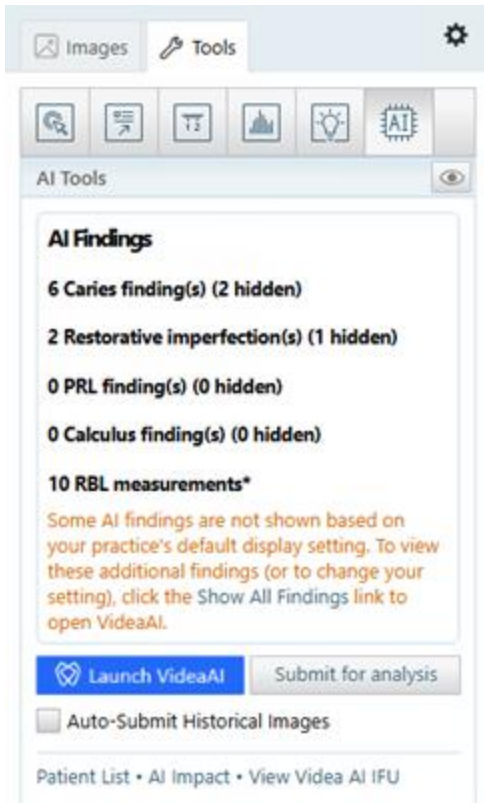
4. If the **Tools** tab is not already selected, select it.



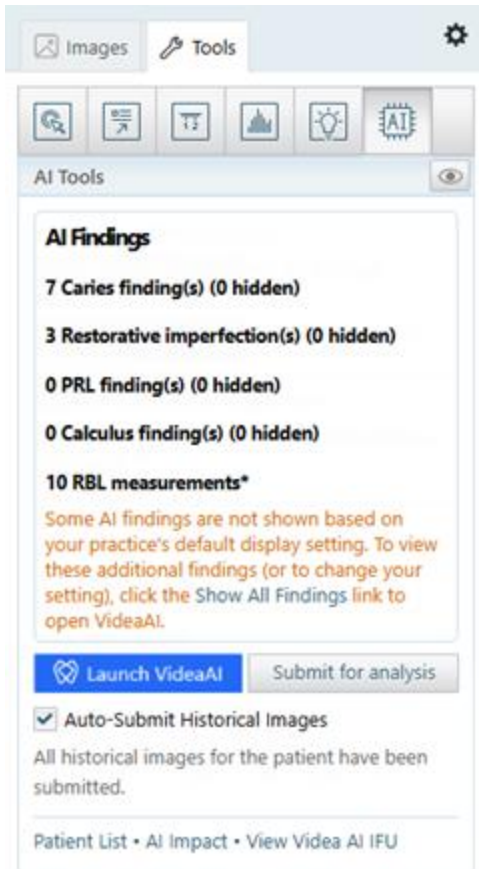
5. Select the **AI** tool.



6. If the **Submit Historical Images** checkbox is clear, select it to verify that all the images in the series were analyzed previously or to submit them for analysis automatically; otherwise, skip this step.

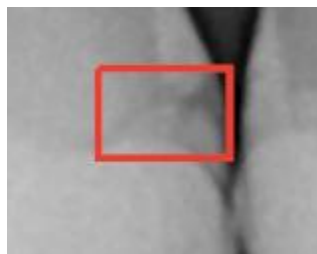


With the **Submit Historical Images** checkbox selected, if images have not been analyzed previously, wait while they are submitted for analysis automatically. When the analysis for the entire series is complete, "All historical images for the patient have been submitted." appears.

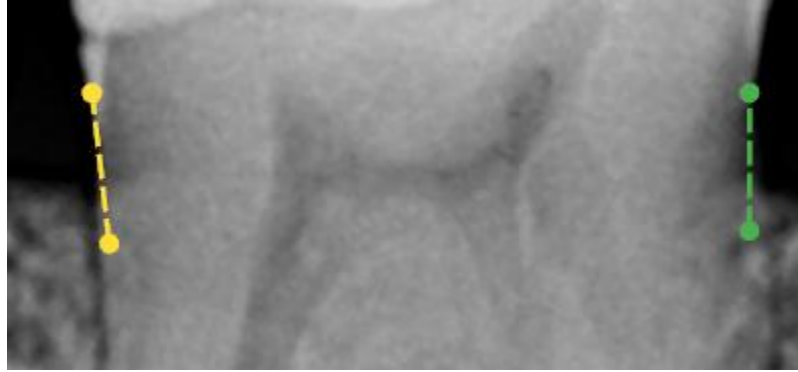


When the analysis is complete, the following can appear on the image:

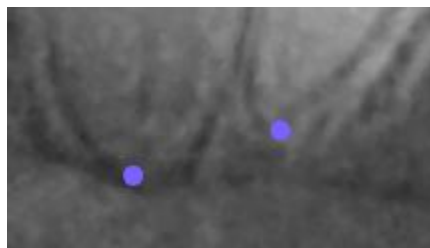
- Results of the caries analysis - Boxes appear on the image where possible areas of decay were detected.



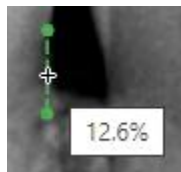
- Results of the bone level (RBL) analysis - Dashed lines appear on the image where bone levels were measured. The color of a line (white, green, yellow, orange, or red) is determined by the severity of the calculated bone loss.



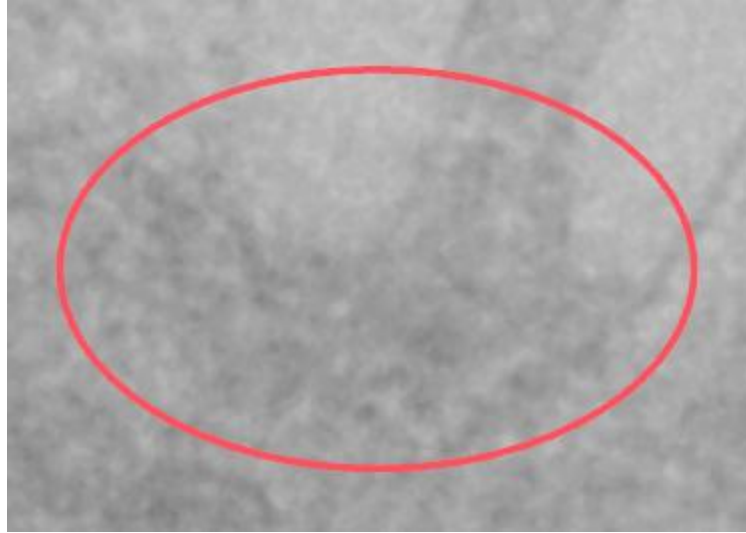
Also, purple dots appear on the image where root apexes (if any) were detected.



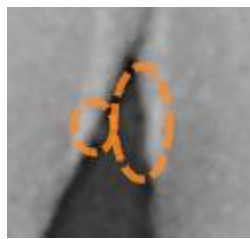
Note: You can position your pointer over a bone level measurement to view the calculated percentage of bone loss.



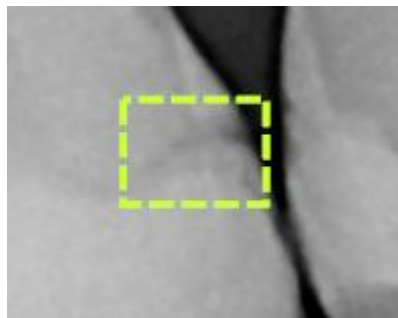
- Results of the periapical radiolucency (PRL) analysis - Red circles/ovals appear on the image where possible signs of inflammatory bone lesions around the root apices of teeth were detected.



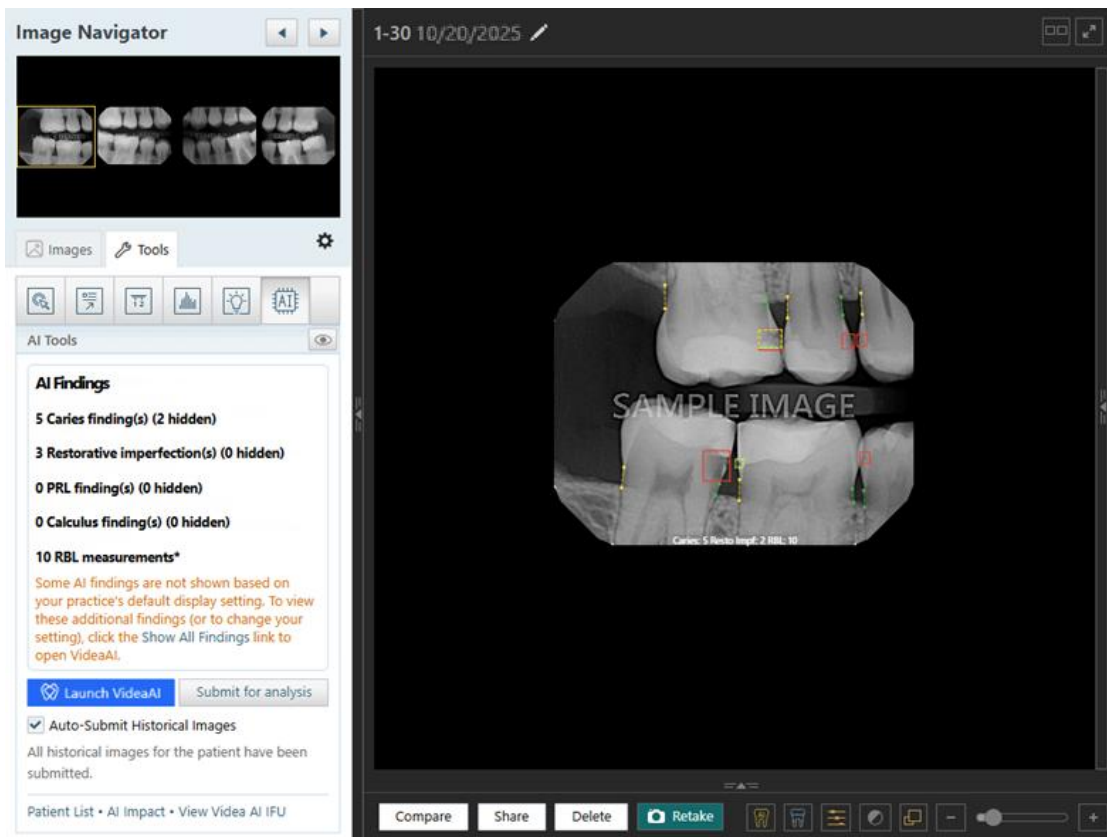
- Results of the calculus analysis - Dashed orange circles/ovals appear on the image where possible areas of interproximal calculus were detected.



- Results of the restoration imperfections analysis - Dashed yellow squares/rectangles appear on the image where possible areas of decay and open margins under restorations were detected.



- Total number of indicators - The number of each type of AI finding appears in fine print at the bottom of the image.



The number of AI findings appears on the left.

Note: For information about hiding AI findings and tooth anatomy, refer to the topics about hiding and showing findings and hiding and showing tooth anatomy.

Important: If you rotate an image or zoom in or out, it is automatically resubmitted for analysis, and it may take 3-5 seconds for the AI indicators to reappear.

Manually submitting existing images for analysis

When you view an existing image that has not been analyzed by AI, it is submitted for analysis automatically; however, you can resubmit an image that has been analyzed already.

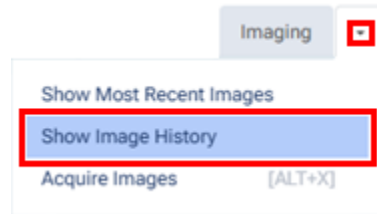
Note: The reason why you need to submit an existing image for analysis may vary: it was acquired before AI was activated, it was acquired after AI was activated but before new types of detections became available, or there was an error during a previous attempt to submit it.

To manually submit an existing image for analysis

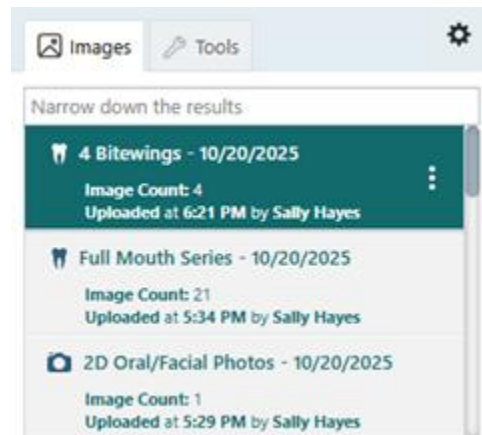
1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.

2. Do one of the following:

- View an image from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



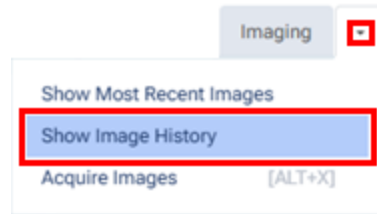
- b. On the **Images** tab, select an exam for an individual image or a series.



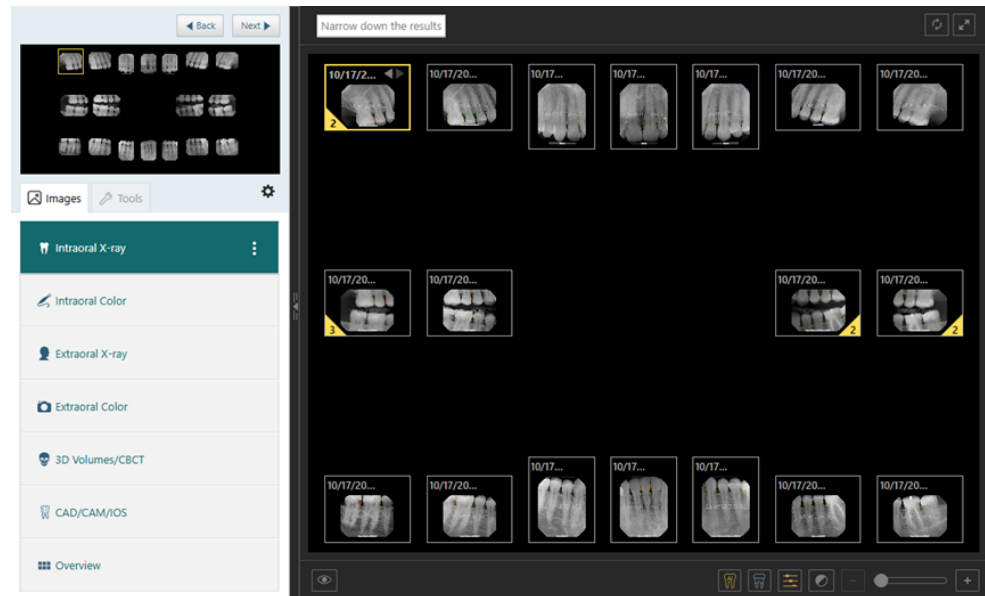
- c. If you have selected a series, under **Image Navigator**, click (or tap) an image of that series.



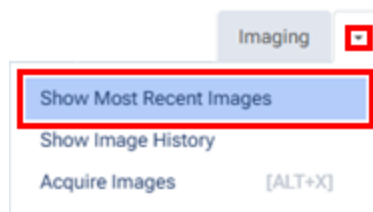
- View an image from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



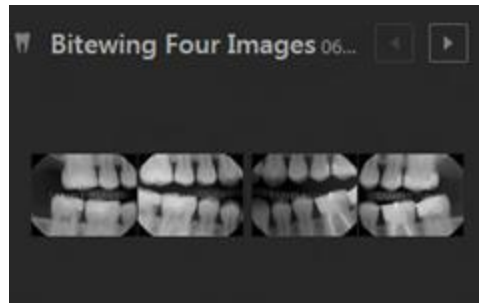
- b. On the **Intraoral X-ray** tab, select a slot of the template, and then click (or tap) it again.



- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, click (or tap) **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.

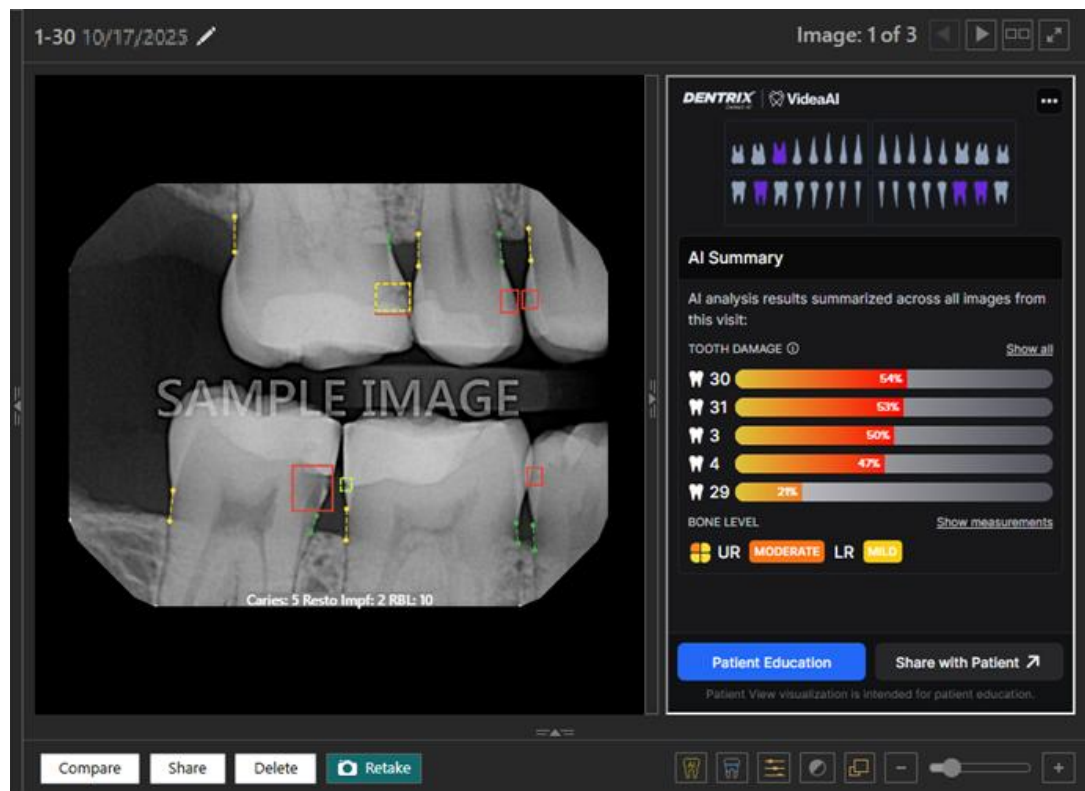


- b. Click (or tap) an individual image or an image in a series.

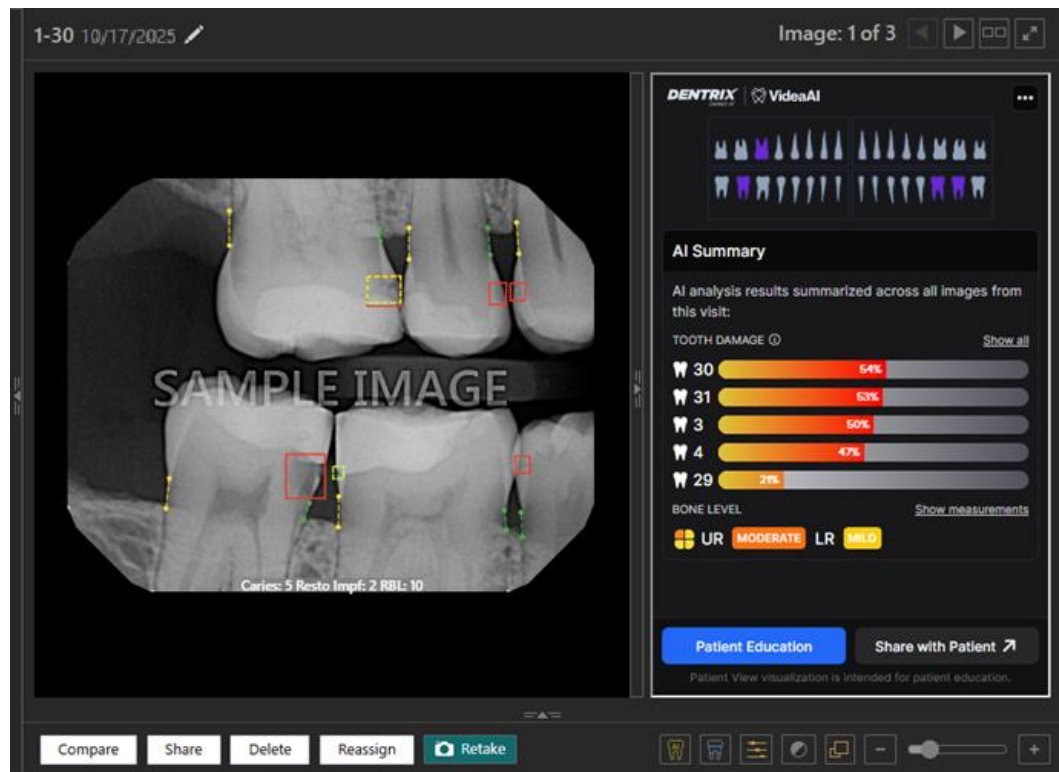


The selected image appears in the viewing area. If the image currently being viewed has been analyzed previously, the results appear; otherwise, it is submitted for analysis automatically, and then the results appear.

- In the Exam view:



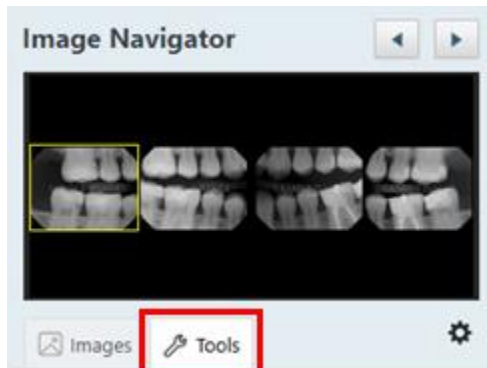
- In the Modality view:



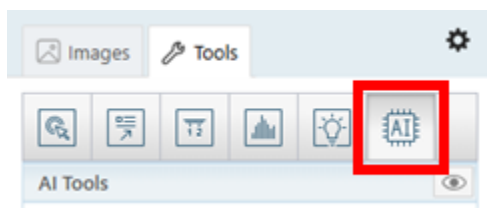
3. If that template slot has multiple images assigned, to view an image other than the top image of the stack, do any of the following as needed:
 - At the top of the viewing area, click (or tap) the **Previous** or **Next** button **Image: 2 of 3** as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
Note: If the panel is collapsed, click (or tap) the handle  to expand the panel.



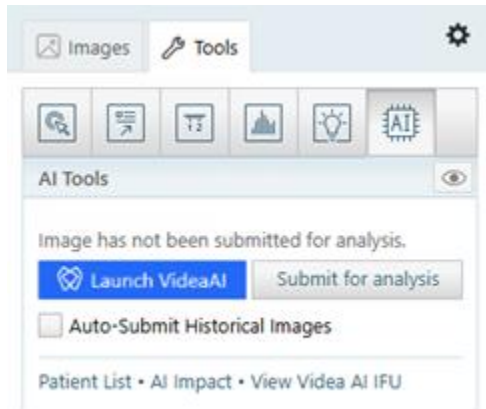
4. If the **Tools** tab is not already selected, select it.



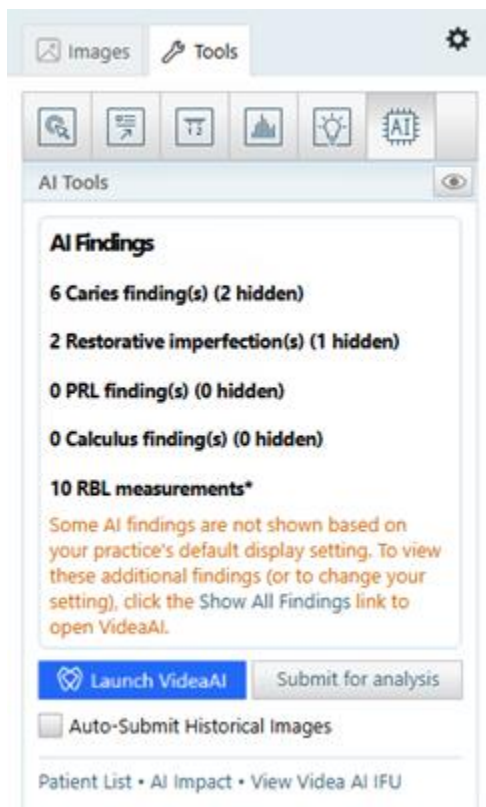
5. Select the **AI** tool.



6. Click (or tap) **Submit for analysis**.
Without analysis

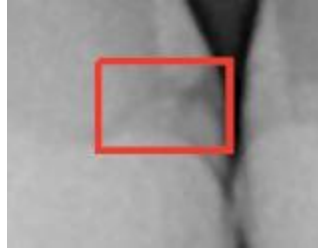


With analysis

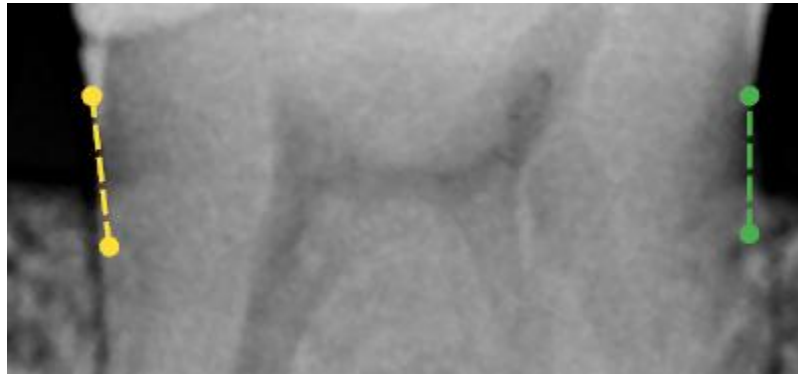


When the analysis is complete, the following can appear on the image:

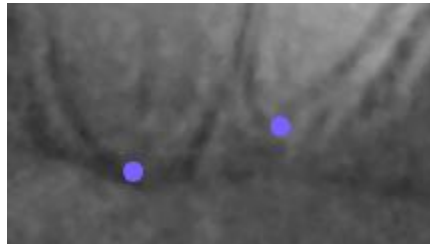
- Results of the caries analysis - Boxes appear on the image where possible areas of decay were detected.



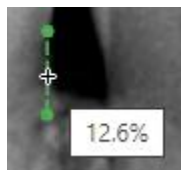
- Results of the bone level (RBL) analysis - Dashed lines appear on the image where bone levels were measured. The color of a line (white, green, yellow, orange, or red) is determined by the severity of the calculated bone loss.



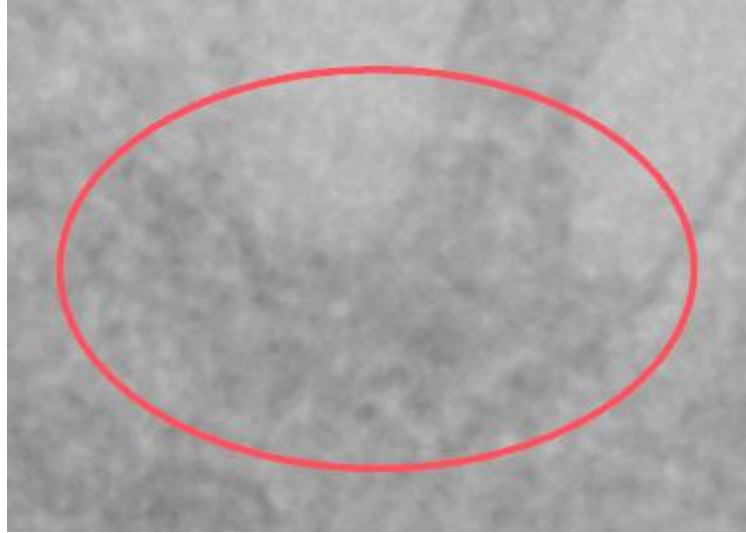
Also, purple dots appear on the image where root apexes (if any) were detected.



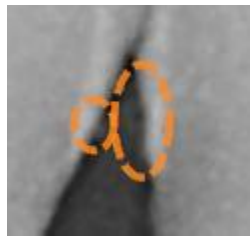
Note: You can position your pointer over a bone level measurement to view the calculated percentage of bone loss.



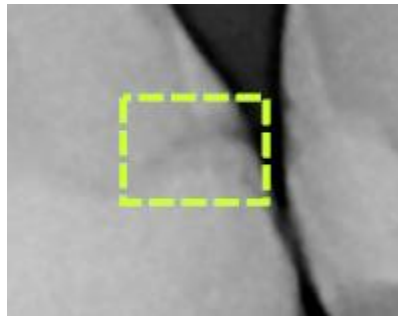
- Results of the periapical radiolucency (PRL) analysis - Red circles/ovals appear on the image where possible signs of inflammatory bone lesions around the root apices of teeth were detected.



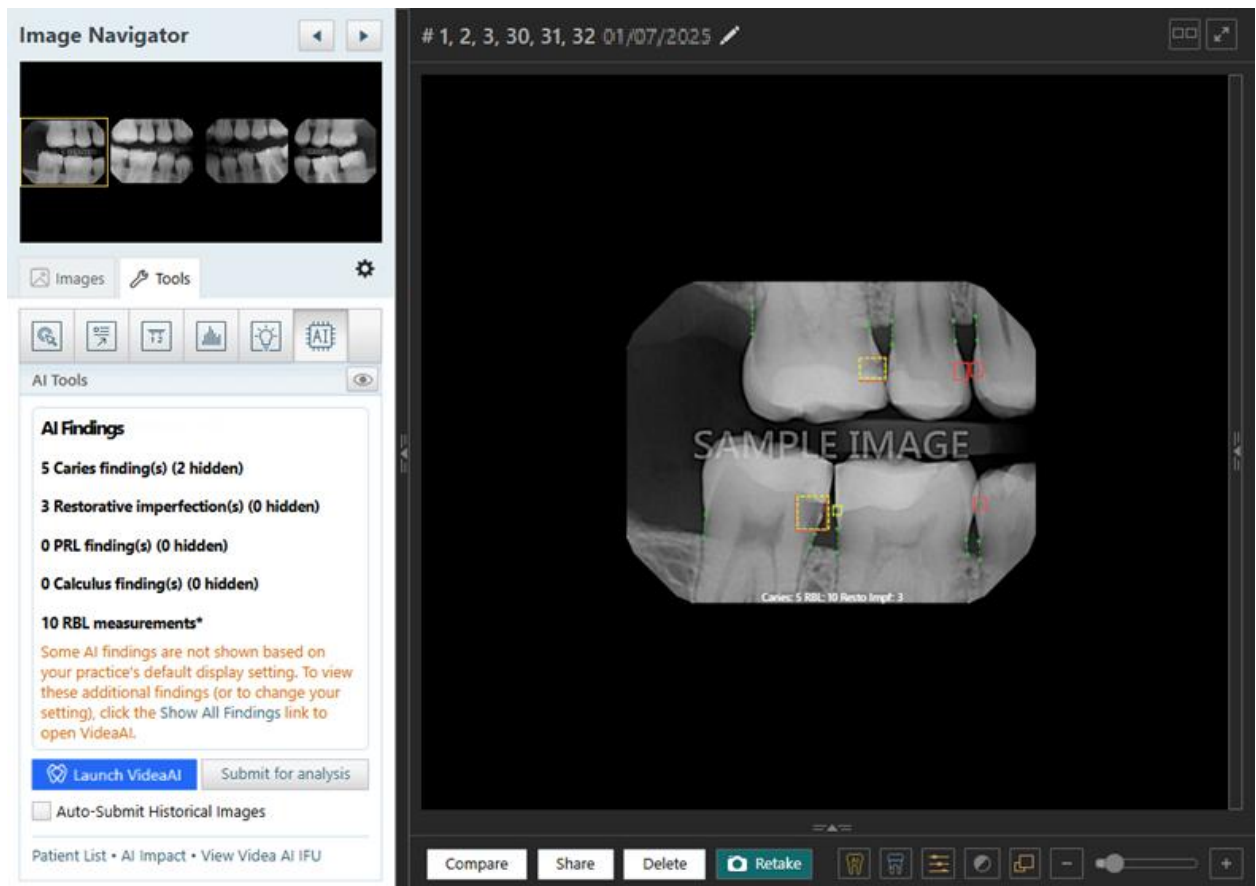
- Results of the calculus analysis - Dashed orange circles/ovals appear on the image where possible areas of interproximal calculus were detected.



- Results of the restoration imperfections analysis - Dashed yellow squares/rectangles appear on the image where possible areas of decay and open margins under restorations were detected.



- Total number of indicators - The number of each type of AI finding appears in fine print at the bottom of the image.



The number of AI findings appears on the left.

Note: For information about hiding AI findings and tooth anatomy, refer to the topics about hiding and showing findings and hiding and showing tooth anatomy.

Important: If you rotate an image or zoom in or out, it is automatically resubmitted for analysis, and it may take 3-5 seconds for the AI indicators to reappear.

Hiding and showing AI findings

You can choose which types of AI findings to show on an image: caries, radiographic bone levels (RBL) and root tips, periapical radiolucency (PRL), calculus, and/or restoration imperfections. You can also show or hide all findings or a specific finding on an image. Being able to filter certain findings allows you to simplify and focus on patient education while presenting treatment plans.

Note: Changing the view options for AI findings is temporary and affects only the image being viewed. Each time you view an image, whether or not you have previously hidden findings for that image, all findings are shown by default.

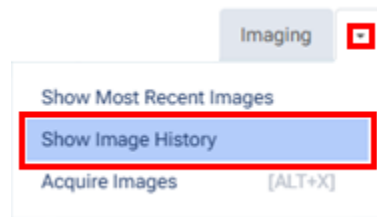
To hide and show AI findings

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.

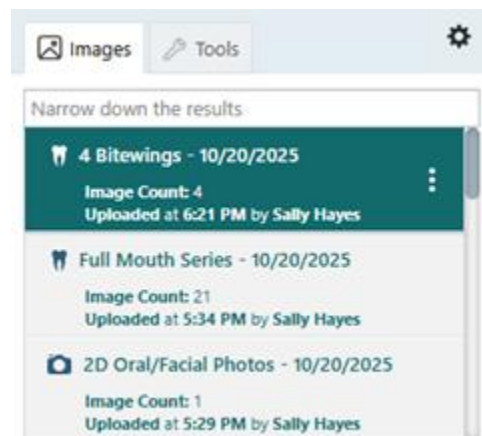
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

2. Do one of the following:

- View an image from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



- b. On the **Images** tab, select an exam for an individual bitewing or a series of bitewings.

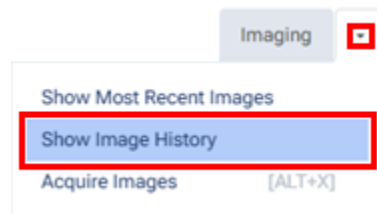


- c. If you have selected a series, under **Image Navigator**, click (or tap) an image of that series.

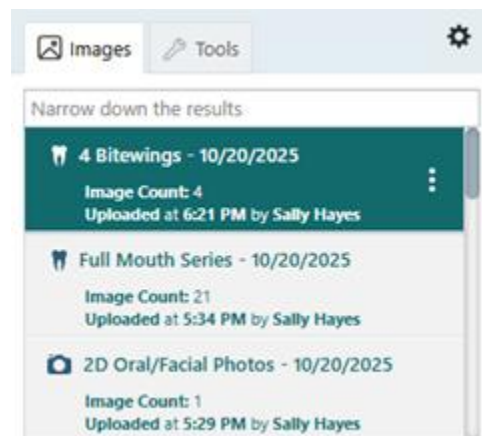


The selected image appears in the viewing area.

- View a series from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

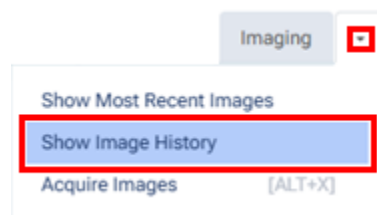


- b. On the **Images** tab, select an exam for a series of bitewings.

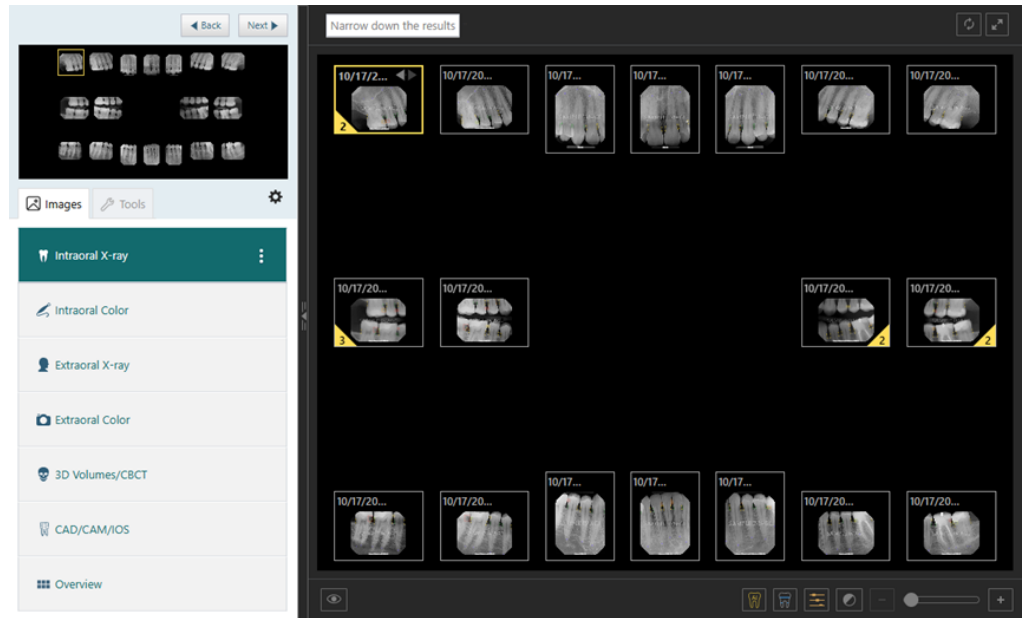


All the slots of the template appear.

- c. To view all the images in the series at once in the viewing area, click (or tap) the **Series Mode** button .
- View an image from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

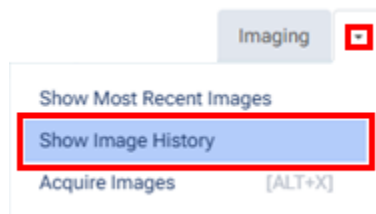


- b. On the **Intraoral X-ray** tab, select a slot of the template, and then click (or tap) it again.



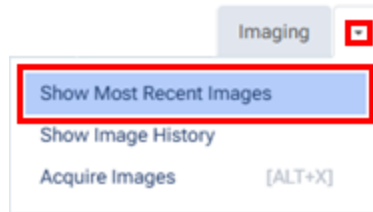
The selected image appears in the viewing area.

- View a modality from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

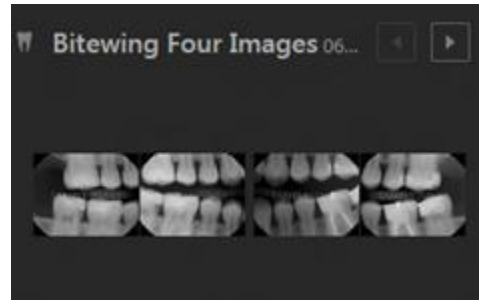


The **Intraoral X-ray** tab is selected by default, and all the slots of the template appear.

- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.

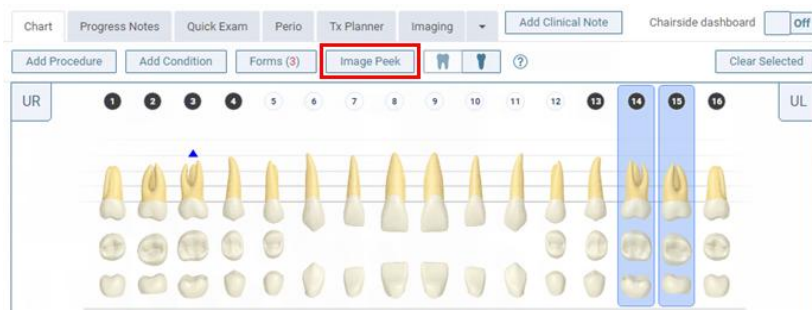


- b. Click (or tap) an individual bitewing image or an image in a series of bitewings.



The selected image appears in the viewing area.

- View one of the patient's images for selected teeth.
 - a. On the **Patient** menu, under **Clinical**, select **Chart**.
The patient's clinical record opens with the **Chart** tab selected.
 - b. Do one of the following:
 - Select one or more teeth with associated images, and then click (or tap) **Image Peek**. The button is available only if at least one tooth with an image is selected.



- Select one or more teeth with associated images, and then click (or tap) the **Progress Notes** tab. On the **Progress Notes** tab, click (or tap) the imaging icon next to a procedure.

Chart

Progress Notes

Quick Exam

Perio

Tx Planner

Imaging

Add Clinical Note

Filters

Procedures

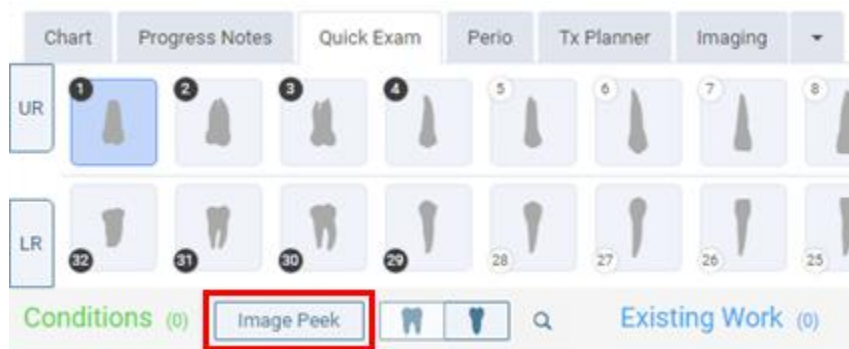
Scheduled for today

All

Th: 14, 15

Date	Th	Surface	Code	Description	Status	Provide	Amount	
04/08/2022			D0340	2d cephalometric image	Completed	DSMITH	100.00	
04/08/2022			D0272	Bitewing Single Image	Completed	DSMITH	50.00	
04/08/2022			D0210	Intraoral Periapical Image	Completed	DSMITH	50.00	

- Select one or more teeth with associated images, and then click (or tap) the **Quick Exam** tab. On the **Quick Exam** tab, click (or tap) **Image Peek** (the button appears as a white tooth on a blue background if there is not enough room to display the button with a text label). The button is available only if at least one tooth with an image is selected.



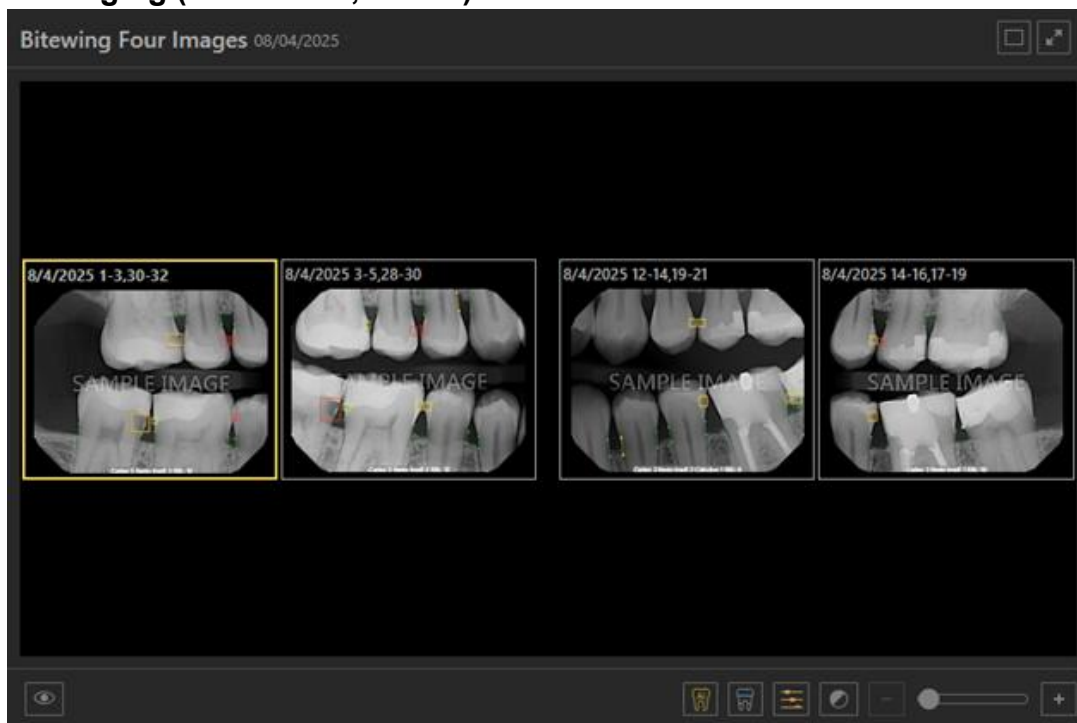
The **Image Peek** dialog box appears.

- c. If there are multiple images, use the **Back** and **Forward** buttons to navigate between the images.

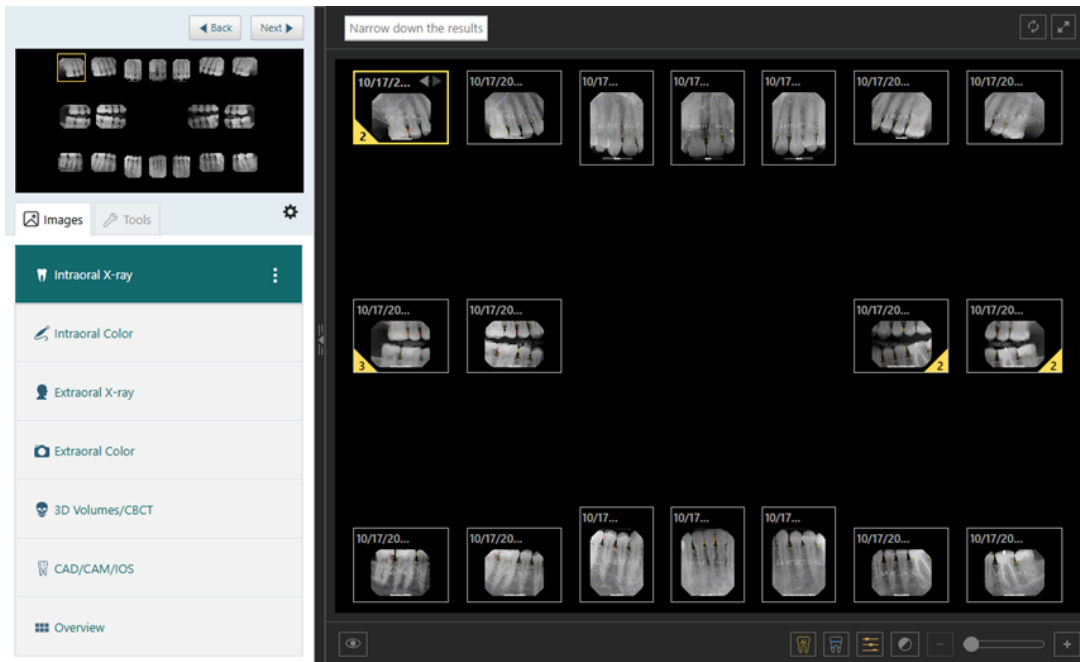
In Imaging (Exam view; individual image)



In Imaging (Exam view; series)



In Imaging (Modality view; Intraoral X-ray)



In Image Peek



3. If you are viewing the image in the **Image Peek** dialog box, click (or tap) the **Open for Editing** button ; otherwise, skip this step.
4. If you are viewing an individual image (not a series or modality), and if the current template slot has multiple images assigned, to view an image other than the top image of the stack, do any of the following as needed:
 - At the top of the viewing area, click (or tap) the **Previous** or **Next** button as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
Note: If the panel is collapsed, click (or tap) the handle to expand the panel.

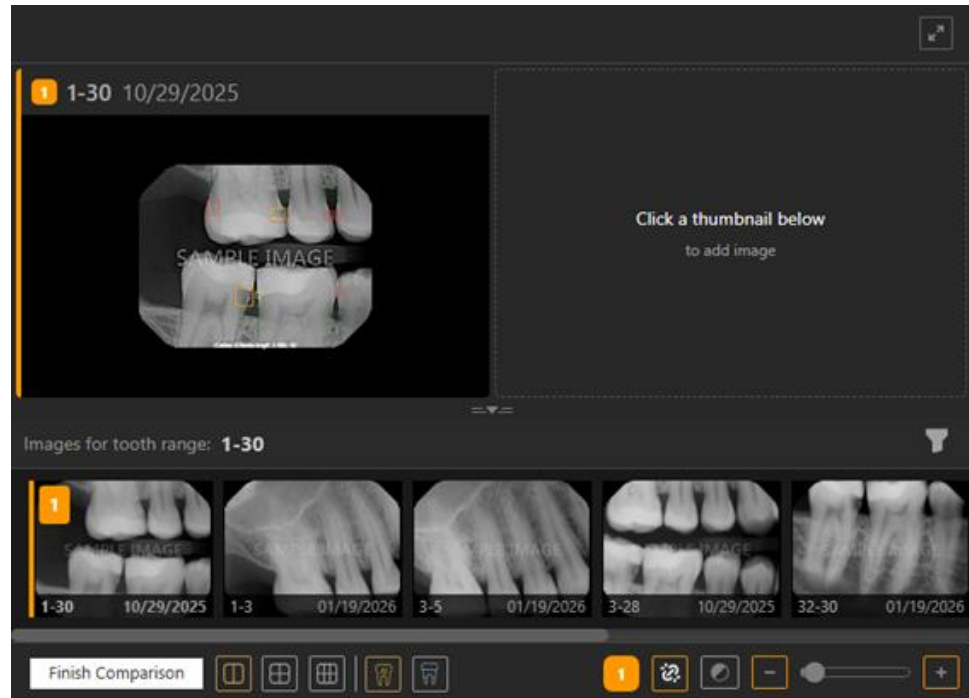


5. Do any of the following as needed:

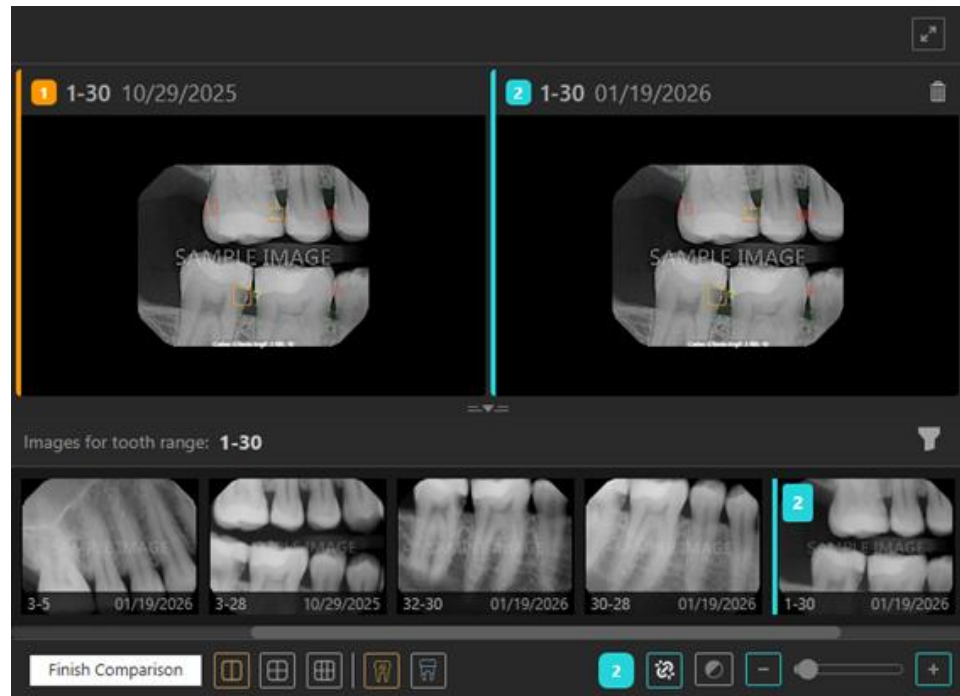
- Hide or show findings (series, modality, or individual image) - Do any of the following:
 - If AI findings are being displayed, to hide AI findings, click (or tap) the **Show/Hide AI Findings** button  (which is orange to indicate that AI findings are being displayed). The AI findings disappear, and the **Show/Hide AI Findings** button turns gray .
 - If AI findings are not being displayed, to show AI findings, click (or tap) the **Show/Hide AI Findings** button  (which is gray to indicate that AI findings are not being displayed). The AI findings appear, and the **Show/Hide AI Findings** button turns orange .

Note: The AI buttons are available while you are viewing a series or modality only if the **Load full size images in templates** checkbox in the Imaging settings is selected.

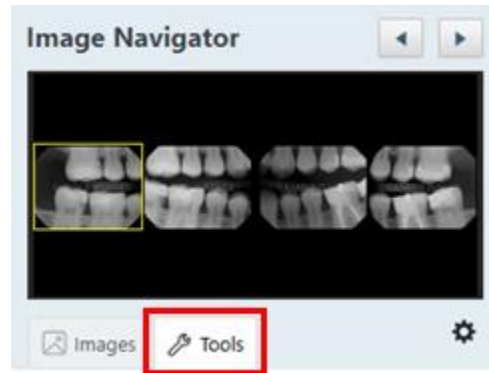
- Hide or show all findings while you are comparing images - Do the following:
 - a. With an image being displayed in the viewing area, click (or tap) **Compare**.
The selected image is loaded in the first comparison frame of the viewing area. The images that have tooth numbers in common with the selected image (the "Original") appear on the **Images for tooth range** panel.



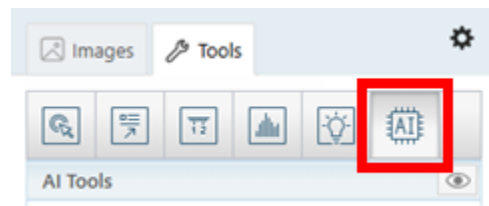
- b. By default, the viewing area has two frames (the two-frames icon is selected in the lower-left corner). To change the number of frames so you can compare more than one image to the original, in the lower-left corner, select the four-frame or six-frame icon.
- c. On the **Images for tooth range** panel, select an image to compare to the original. If the number of frames is four or six, select additional comparison images as needed. As you select each comparison image, it appears in the next available frame of the viewing area. Each frame with an image has color and number indicators, and the corresponding image on the **Images for tooth range** panel has the same color and number indicators.



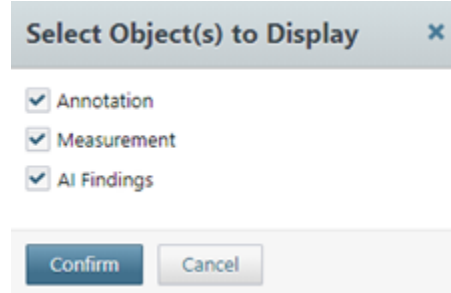
- d. In the viewing area, select the original image or a comparison image. The color and number indicators for the tools (in the lower-right corner) change to match those of the selected frame in the viewing area.
- e. Do any of the following:
 - If AI findings are being displayed, to hide AI findings, click (or tap) the **Show/Hide AI Findings** button  (which is orange to indicate that AI findings are being displayed). The AI findings disappear, and the **Show/Hide AI Findings** button turns gray .
 - If AI findings are not being displayed, to show AI findings, click (or tap) the **Show/Hide AI Findings** button  (which is gray to indicate that AI findings are not being displayed). The AI findings appear, and the **Show/Hide AI Findings** button turns orange .
- Hide or show all findings from the **Tools** tab - Do the following:
 - a. If you are viewing the image in the **Image Peek** dialog box, click (or tap) the **Open for Editing** button ; otherwise, skip this step.
 - b. If the **Tools** tab is not already selected, select it.



c. Select the **AI** tool.



d. Click (or tap) the **Select object(s) to Display** button  to open the **Select Object(s) to Display** dialog box, select or clear the **AI Findings** checkbox, and then click (or tap) **Confirm**.



- Hide all visible findings (individual image) - Do one of the following:
 - Click (or tap) anywhere on the image, and then select the **AI Findings** option to clear the checkbox.



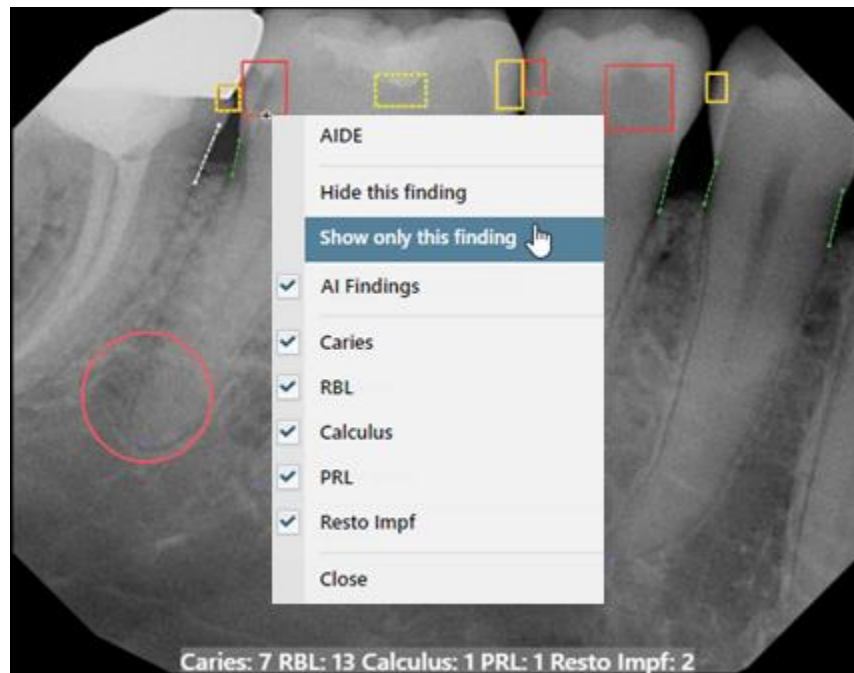
- Click (or tap) the **Show/Hide AI Findings** button  (which is orange to indicate that AI findings are being displayed). This button is available only if AI findings have been applied to the image.

Note: When all findings are hidden, the text with the number of each type of AI finding at the bottom of the image is also hidden.

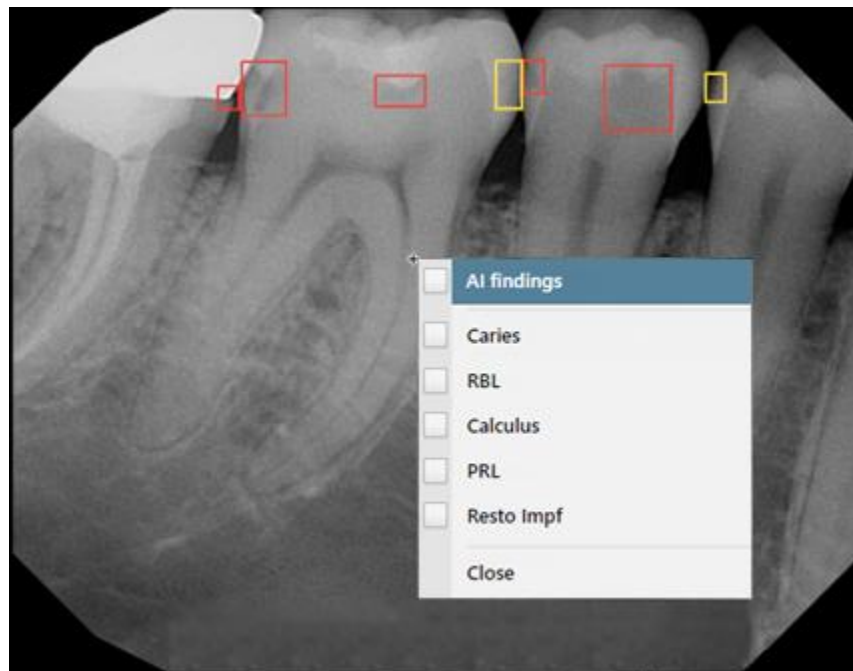
- Hide a specific finding (individual image) - Click (or tap) a finding on the image, and then select **Hide this finding**.



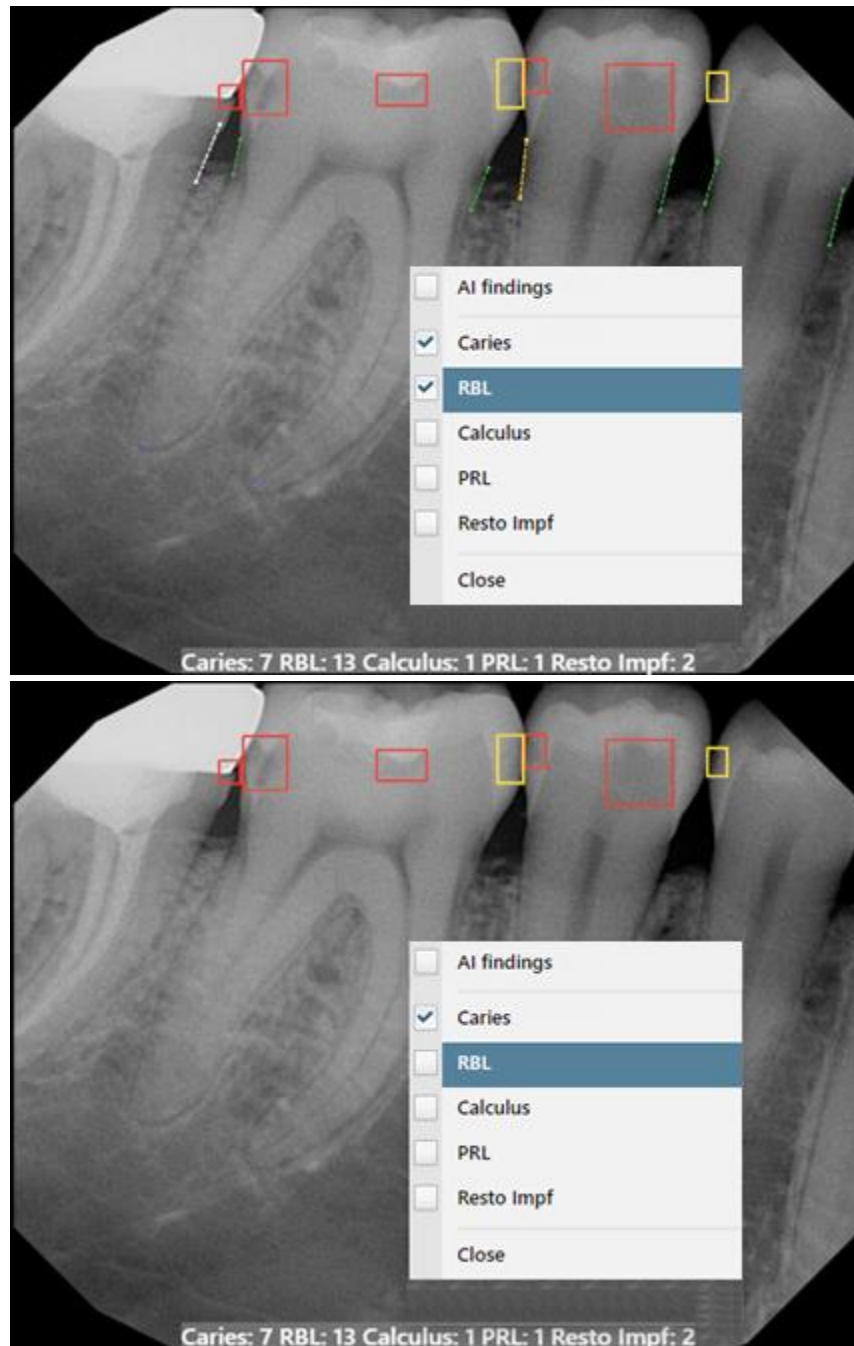
- Hide all but one specific finding (individual image) - Click (or tap) a finding on the image, and then select **Show only this finding**.



- Show all findings if all are hidden (individual image) - Do one of the following:
 - Click (or tap) anywhere on the image, and then select the **AI Findings** option to select the checkbox.



- In Imaging (not Image Peek), click (or tap) the **Show/Hide AI Findings** button  (which is gray to indicate that AI findings are not being displayed). This button is available only if AI findings have been applied to the image.
- Hide or show findings by type (individual image) - By default, all the types of findings are shown on an image, but you can hide and re-show findings by type as needed. Click (or tap) anywhere on the image, and then click (or tap) any of the following options (or clear or select the applicable checkbox) to hide or show the corresponding types of findings:
 - **Caries** - A checkmark next to this option indicates that caries indicators are currently being shown but will be hidden when you click (or tap) this option or clear the checkbox. No checkmark next to this option indicates that caries indicators are currently being hidden but will be shown when you click (or tap) this option or select the checkbox.
 - **RBL** - A checkmark next to this option indicates that radiographic bone level and root tip indicators are currently being shown but will be hidden when you click (or tap) this option or clear the checkbox. No checkmark next to this option indicates that radiographic bone level and root tip indicators are currently being hidden but will be shown when you click (or tap) this option or select the checkbox.
 - **Calculus** - A checkmark next to this option indicates that calculus indicators are currently being shown but will be hidden when you click (or tap) this option or clear the checkbox. No checkmark next to this option indicates that calculus indicators are currently being hidden but will be shown when you click (or tap) this option or select the checkbox.
 - **PRL** - A checkmark next to this option indicates that periapical radiolucency indicators are currently being shown but will be hidden when you click (or tap) this option or clear the checkbox. No checkmark next to this option indicates that periapical radiolucency indicators are currently being hidden but will be shown when you click (or tap) this option or select the checkbox.
 - **Resto Impf** - A checkmark next to this option indicates that restoration imperfection indicators are currently being shown but will be hidden when you click (or tap) this option or clear the checkbox. No checkmark next to this option indicates that restoration imperfection indicators are currently being hidden but will be shown when you click (or tap) this option or select the checkbox.



Note: The pop-up menu displays only the detection types that apply to the image that you are currently viewing.

Note: To close the pop-up menu, either click (or tap) **Close** on the menu, or click (or tap) anywhere outside of the menu.

Hiding and showing AI tooth anatomy

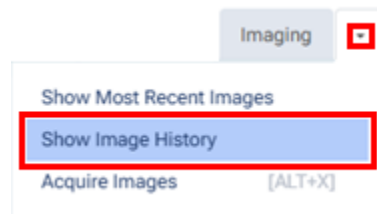
You can choose whether AI tooth anatomy shows on an image or not.

To hide and show AI tooth anatomy

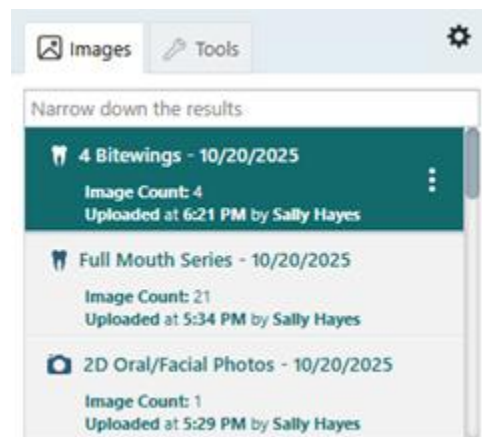
1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.

Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

2. Do one of the following:
 - View an image from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



- b. On the **Images** tab, select an exam for an individual bitewing or a series of bitewings.

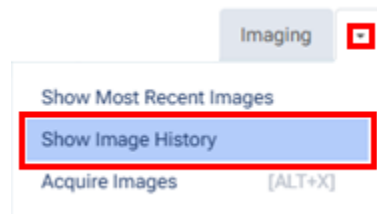


- c. If you have selected a series, under **Image Navigator**, click (or tap) an image of that series.

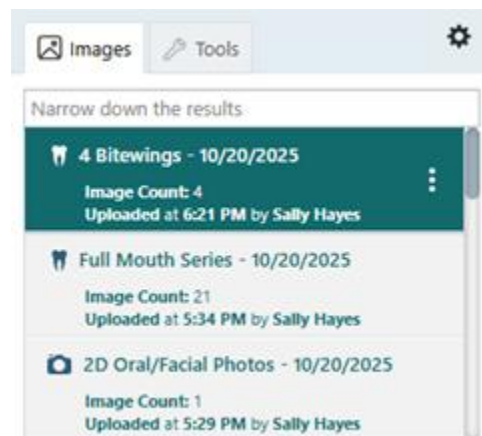


The selected image appears in the viewing area.

- View a series from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

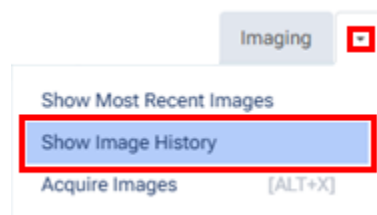


- b. On the **Images** tab, select an exam for a series of bitewings.

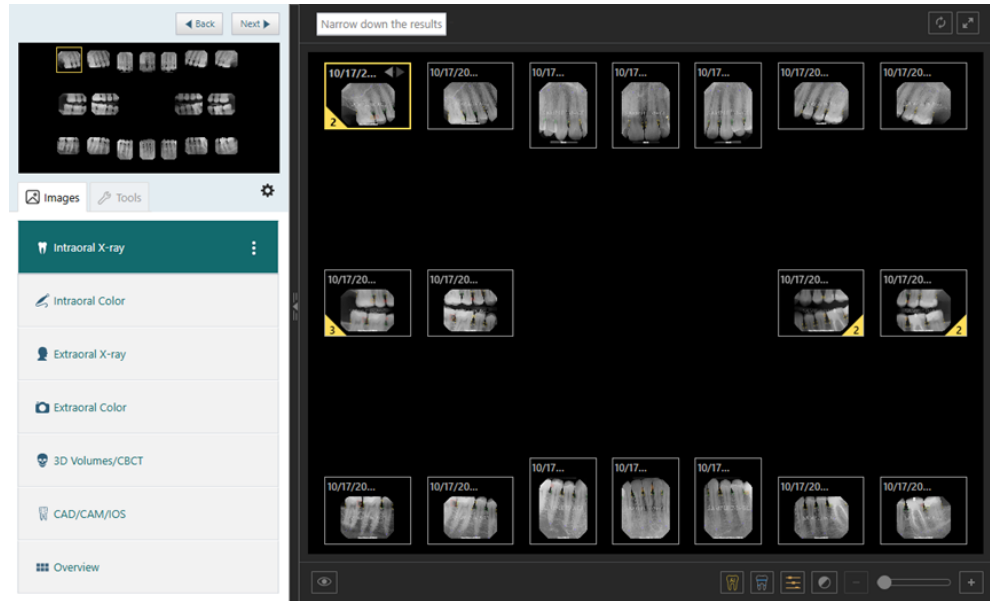


All the slots of the template appear.

- c. To view all the images in the series at once in the viewing area, click (or tap) the **Series Mode** button .
 - View an image from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

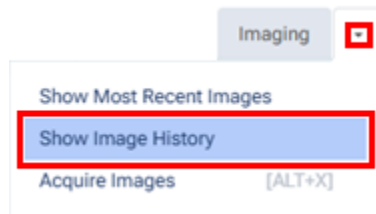


- b. On the **Intraoral X-ray** tab, select a slot of the template, and then click (or tap) it again.



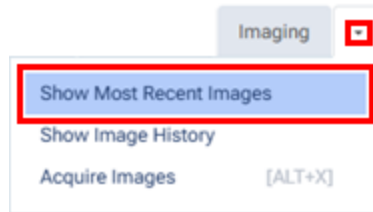
The selected image appears in the viewing area.

- View a modality from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

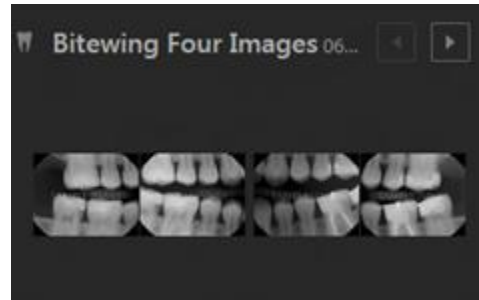


The **Intraoral X-ray** tab is selected by default, and all the slots of the template appear.

- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.

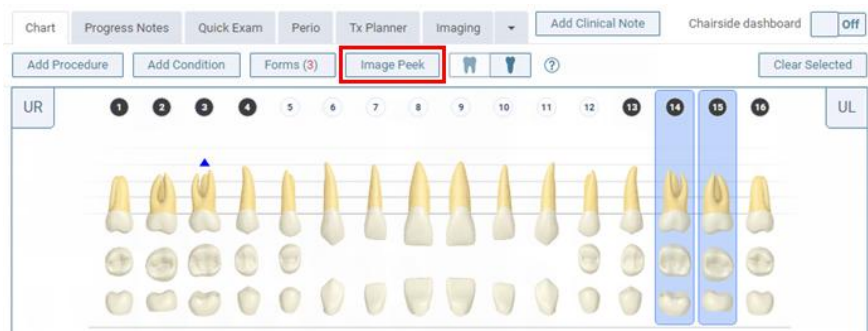


- b. Click (or tap) an individual bitewing image or an image in a series of bitewings.



The selected image appears in the viewing area.

- View one of the patient's images for selected teeth.
 - a. On the **Patient** menu, under **Clinical**, select **Chart**.
The patient's clinical record opens with the **Chart** tab selected.
 - b. Do one of the following:
 - Select one or more teeth with associated images, and then click (or tap) **Image Peek**. The button is available only if at least one tooth with an image is selected.

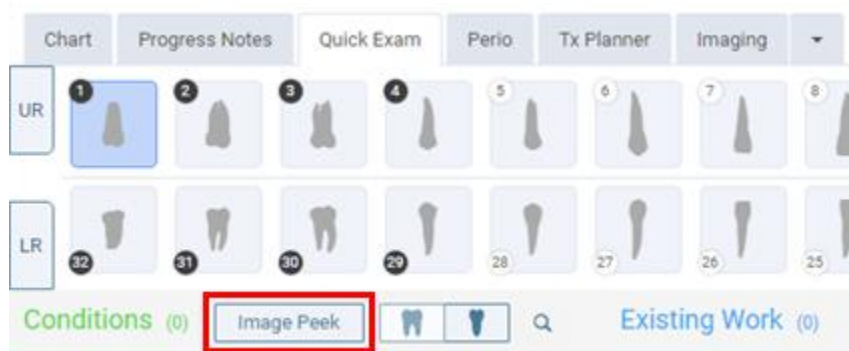


- Select one or more teeth with associated images, and then click (or tap) the **Progress Notes** tab. On the **Progress Notes** tab, click (or tap) the imaging icon next to a procedure.

Chart	Progress Notes	Quick Exam	Perio	Tx Planner	Imaging	Add Clinical Note
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Filters	Date	Th	Surface...	Code	Description	Status	Provide...	Amount
Procedures	04/08/2022			D0340	2d cephalometric image	Completed	DSMITH	100.00
☐ Scheduled for today	04/08/2022			D0272	Bitewing Single Image	Completed	DSMITH	50.00
☐ All	04/08/2022			D0210	Intraoral Periapical Image	Completed	DSMITH	50.00
☒ Th: 14, 15								

- Select one or more teeth with associated images, and then click (or tap) the **Quick Exam** tab. On the **Quick Exam** tab, click (or tap) **Image Peek** (the button appears as a white tooth on a blue background  if there is not enough room to display the button with a text label). The button is available only if at least one tooth with an image is selected.



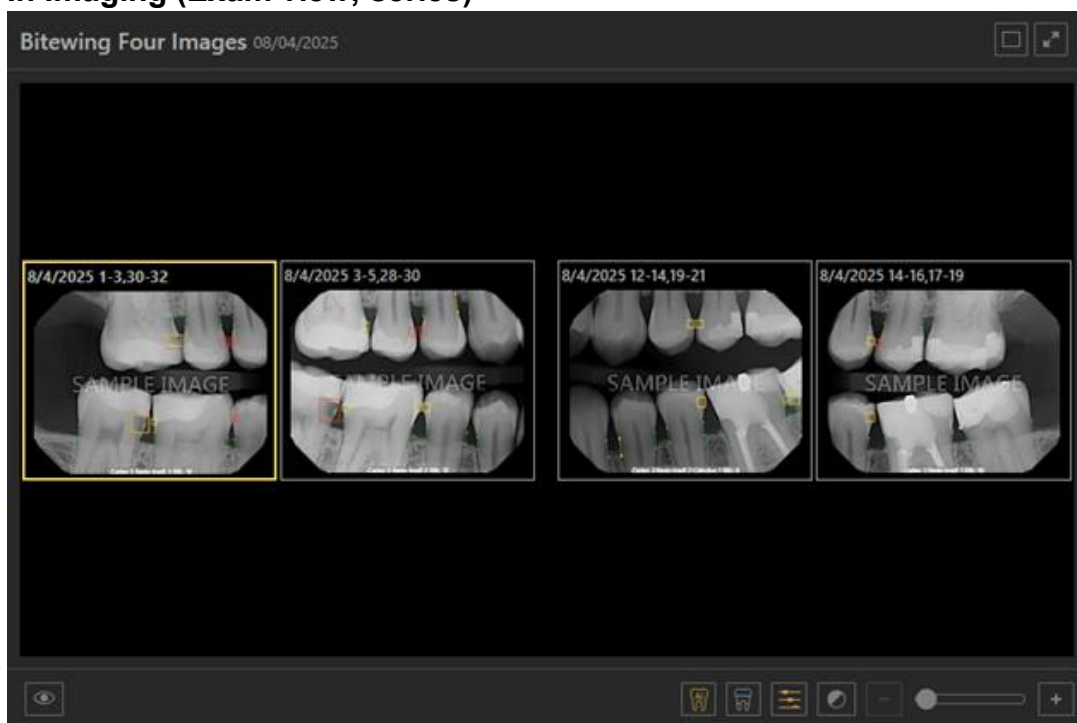
The **Image Peek** dialog box appears.

- If there are multiple images, use the **Back** and **Forward** buttons   to navigate between the images.

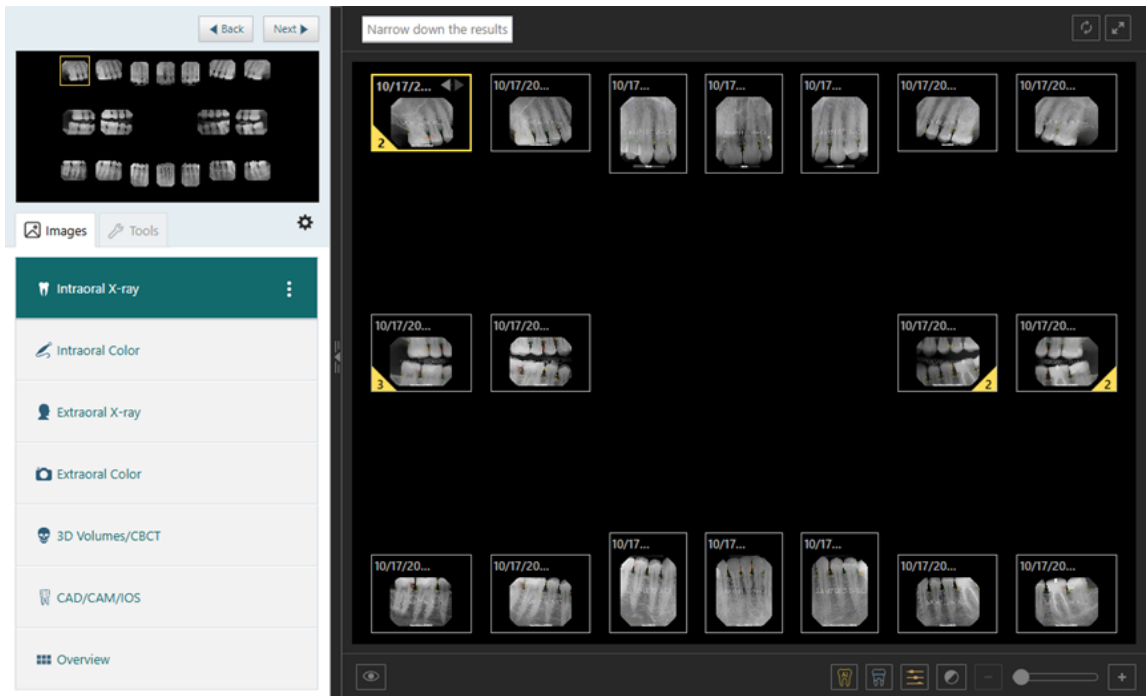
In Imaging (Exam view; individual image)



In Imaging (Exam view; series)



In Imaging (Modality view; Intraoral X-ray)



In Image Peek



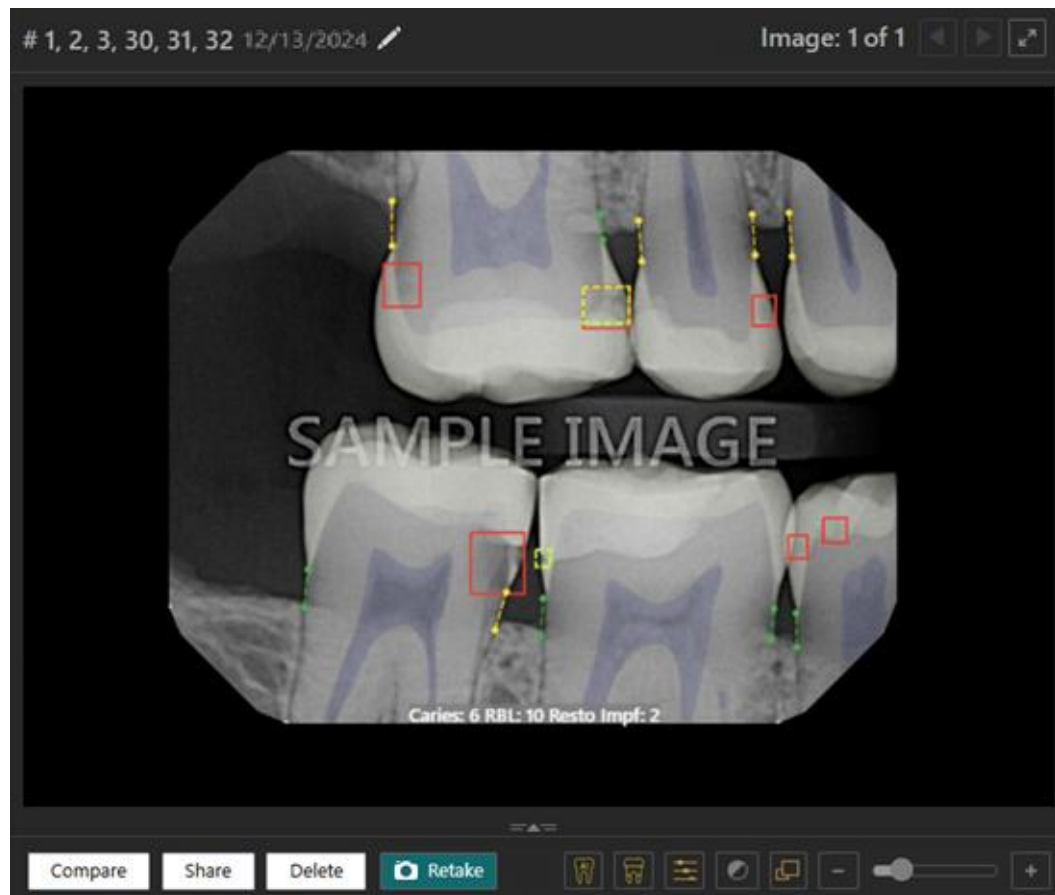
3. If you are viewing the image in the **Image Peek** dialog box, click (or tap) the **Open for Editing** button ; otherwise, skip this step.
4. If you are viewing an individual image (not a series or modality), and if the current template slot has multiple images assigned, to view an image other than the top image of the stack, do any of the following as needed:
 - At the top of the viewing area, click (or tap) the **Previous** or **Next** button  as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.

Note: If the panel is collapsed, click (or tap) the handle  to expand the panel.



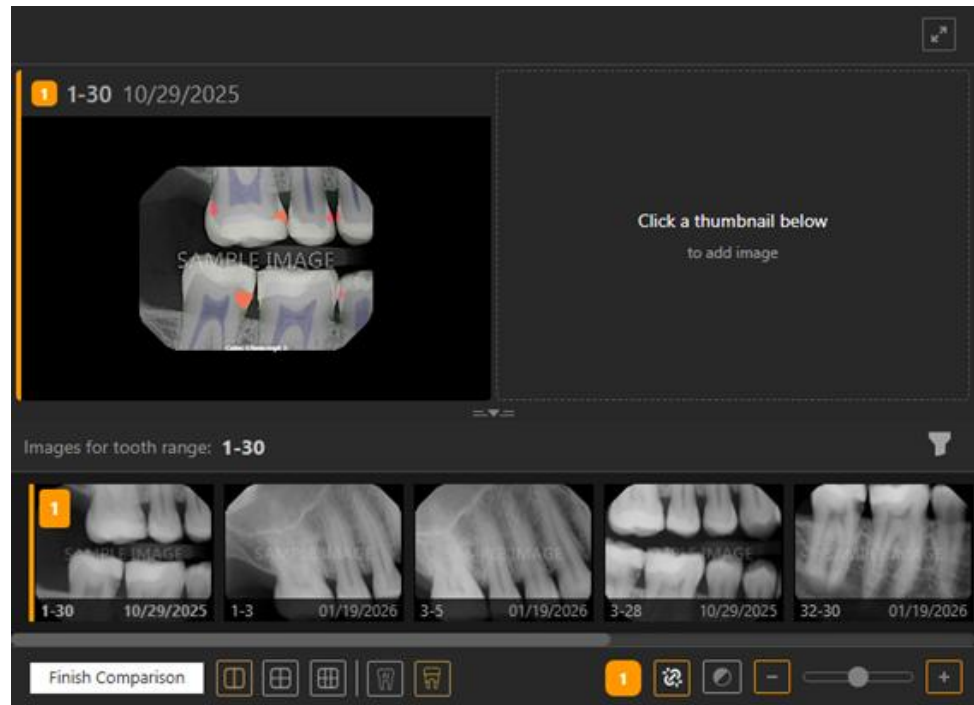
5. Do any of the following as needed:

- To hide or show tooth anatomy (series, modality, or individual image) - Do any of the following:
 - If tooth anatomy is being displayed, to hide tooth anatomy, click (or tap) the **Show/hide Patient View** button  (which is orange to indicate that tooth anatomy is being displayed). The tooth anatomy disappears, and the **Show/hide Patient View** button turns gray .
 - If tooth anatomy is not being displayed, to show tooth anatomy, click (or tap) the **Show/hide Patient View** button  (which is gray to indicate that tooth anatomy is not being displayed). The tooth anatomy appears, and the **Show/hide Patient View** button turns orange .

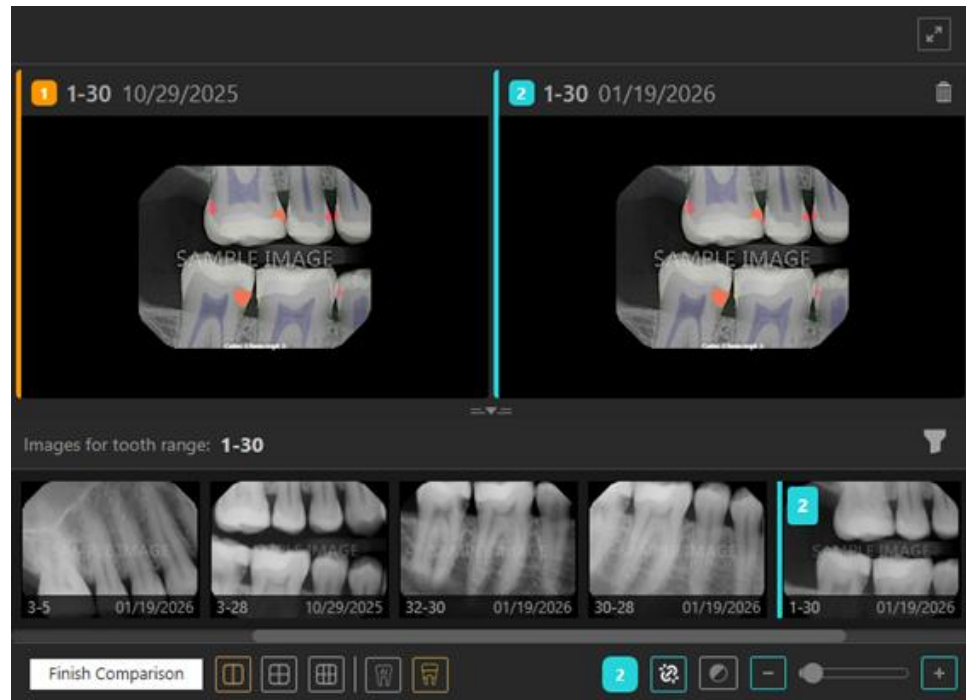


Note: The AI buttons are available while you are viewing a series or modality only if the **Load full size images in templates** checkbox in the Imaging settings is selected.

- To hide or show tooth anatomy while you are comparing images, do the following:
 - a. With an image being displayed in the viewing area, click (or tap) **Compare**.
The selected image is loaded in the first comparison frame of the viewing area. The images that have tooth numbers in common with the selected image (the "Original") appear on the **Images for tooth range** panel.



- b. By default, the viewing area has two frames (the two-frames icon is selected in the lower-left corner). To change the number of frames so you can compare more than one image to the original, in the lower-left corner, select the four-frame or six-frame icon.
- c. On the **Images for tooth range** panel, select an image to compare to the original. If the number of frames is four or six, select additional comparison images as needed. As you select each comparison image, it appears in the next available frame of the viewing area. Each frame with an image has color and number indicators, and the corresponding image on the **Images for tooth range** panel has the same color and number indicators.



- d. In the viewing area, select the original image or a comparison image. The color and number indicators for the tools (in the lower-right corner) change to match those of the selected frame in the viewing area.
- e. Do any of the following:
 - If tooth anatomy is being displayed, to hide tooth anatomy, click (or tap) the **Show/hide Patient View** button  (which is orange to indicate that tooth anatomy is being displayed). The tooth anatomy disappears, and the **Show/hide Patient View** button turns gray .
 - If tooth anatomy is not being displayed, to show tooth anatomy, click (or tap) the **Show/hide Patient View** button  (which is gray to indicate that tooth anatomy is not being displayed). The tooth anatomy appears, and the **Show/hide Patient View** button turns orange .

Using the AIDE tool

You can use AI's Artificial Intelligence with Diagnostic Enhancement (AIDE) tool to quickly zoom in on an image and apply various filters (such as colorization) all at once. This provides you with a better view of an area of concern without you having to manually apply image enhancements.

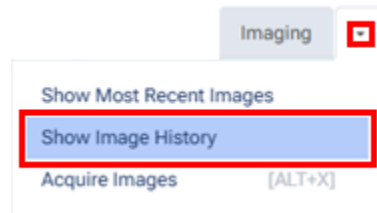
To use the AIDE tool

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.

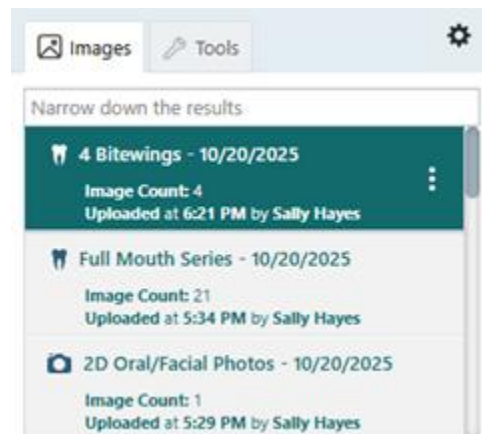
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

2. Do one of the following:

- View an image from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



- b. On the **Images** tab, select an exam for an individual bitewing or a series of bitewings.



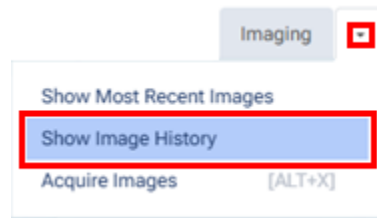
- c. If you have selected a series, under **Image Navigator**, click (or tap) an image of that series.



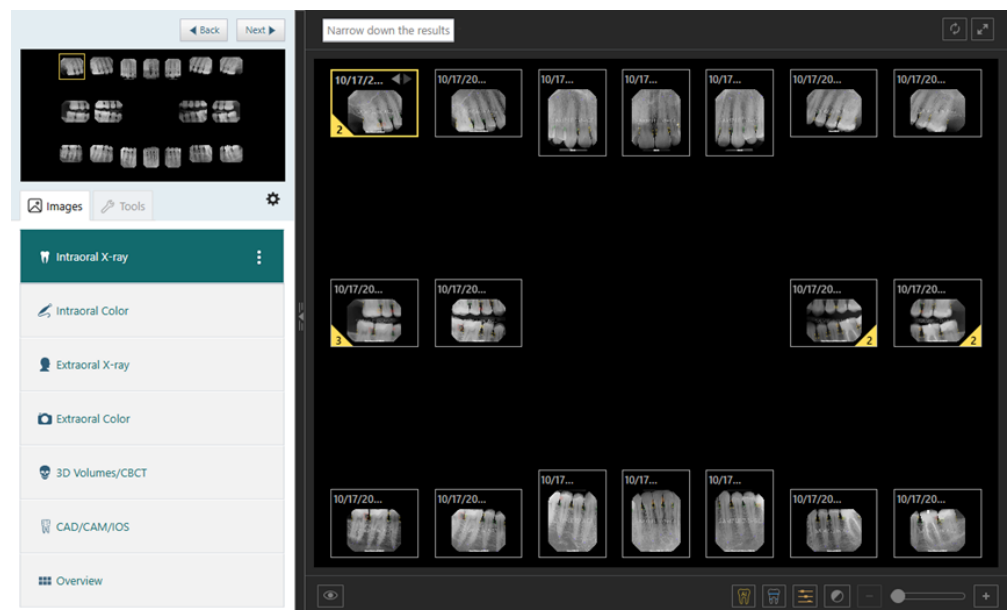
The selected image appears in the viewing area.

- View an image from the patient's image history list (Modality view).

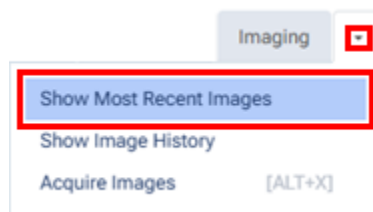
- a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



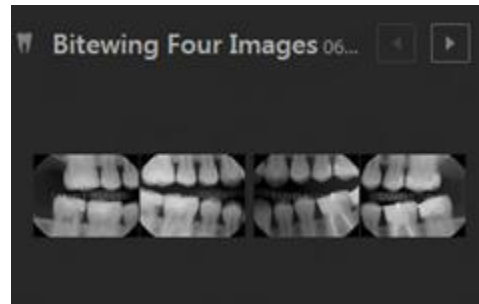
- b. On the **Intraoral X-ray** tab, select a slot of the template, and then click (or tap) it again.



- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.

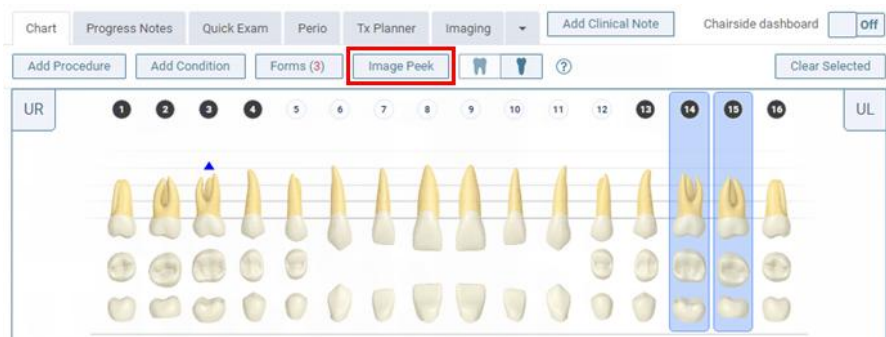


- b. Click (or tap) an individual bitewing image or an image in a series of bitewings.

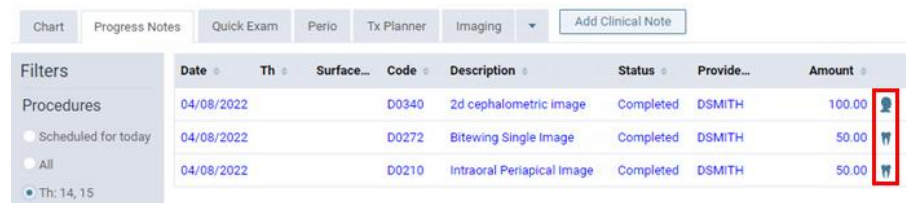


The selected image appears in the viewing area.

- View one of the patient's images for selected teeth.
 - a. On the **Patient** menu, under **Clinical**, select **Chart**.
The patient's clinical record opens with the **Chart** tab selected.
 - b. Do one of the following:
 - Select one or more teeth with associated images, and then click (or tap) **Image Peek**. The button is available only if at least one tooth with an image is selected.

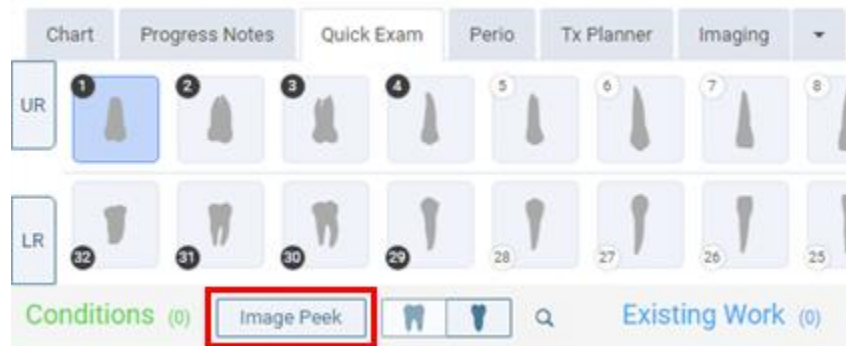


- Select one or more teeth with associated images, and then click (or tap) the **Progress Notes** tab. On the **Progress Notes** tab, click (or tap) the imaging icon next to a procedure.



- Select one or more teeth with associated images, and then click (or tap) the **Quick Exam** tab. On the **Quick Exam** tab,

click (or tap) **Image Peek** (the button appears as a white tooth on a blue background  if there is not enough room to display the button with a text label). The button is available only if at least one tooth with an image is selected.



The **Image Peek** dialog box appears.

- c. If there are multiple images, use the **Back** and **Forward** buttons   to navigate between the images.

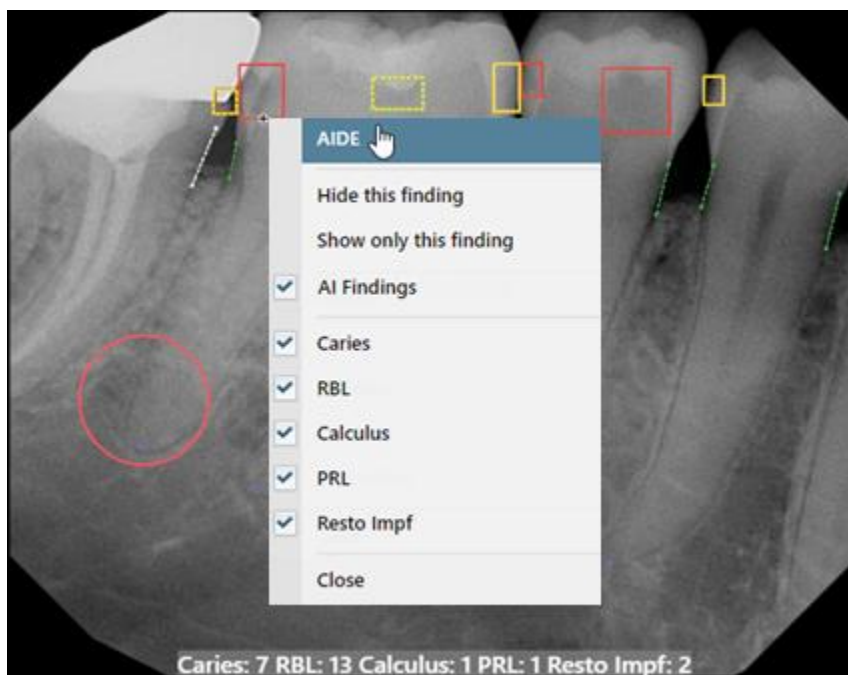
In Imaging



In Image Peek



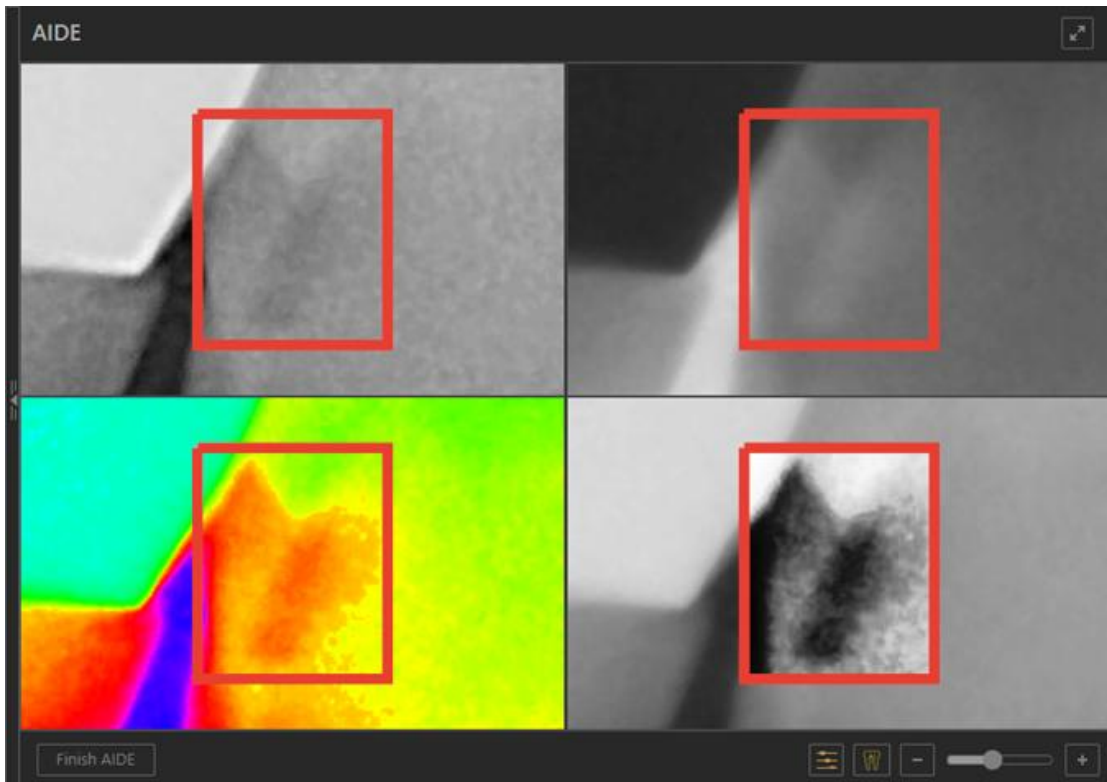
3. Click (or tap) a finding (caries, RBL, calculus, or PRL) on the image, and then select **AIDE**.



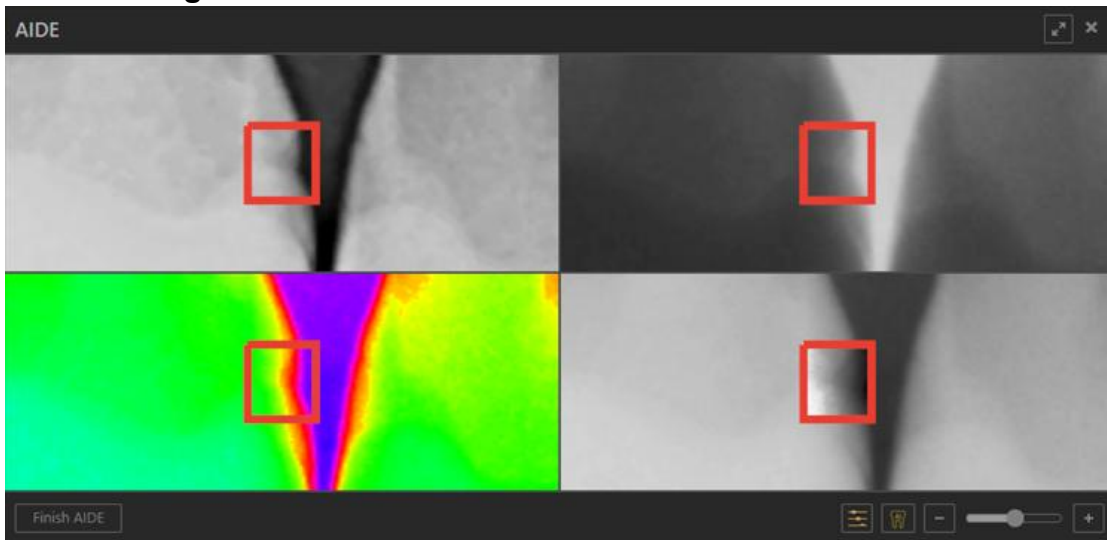
The AIDE tool viewer appears, and displays the following four views:

- Zoomed in, filtered (upper-left quadrant).
- Zoomed in, inverted (upper-right quadrant).
- Zoomed in, colorized (lower-left quadrant).
- Zoomed in, unfiltered (lower-right quadrant).

AIDE in Imaging



AIDE in Image Peek



4. Do any of the following as needed:

- To view the AIDE tool full screen, click (or tap) the **Full Screen** button . To return to the normal view mode, click (or tap) the **Normal Mode** button .
- To switch between showing and hiding the AI indicator in all four views, click (or tap) the **Show/Hide AI Findings** button. If the details are not being displayed, the button is gray . If the details are being displayed, the button is orange .

- To switch between applying and removing enhancements for the upper-left view, click (or tap) the **Enhancement** button. If the enhancement is turned off, the button is gray . If the enhancement is turned on, the button is orange .
- To increase the zoom level (zoom in) for all four views, move the **Zoom** slider to the right. To decrease the zoom level (zoom out) for all four views, move the slider to the left. If you are using a mouse, you can also zoom in and out by positioning the pointer over the image (the pointer will change to cross hairs) and then rotating the scroll wheel of your mouse.



- While you are zoomed in on the image (so that the whole image is not visible in the views), to pan across the image (move the visible area of the image up, down, left, and/or right) for all four views simultaneously, right-click a view, and drag anywhere inside that view.
- To adjust the brightness of a view, click in that view, and then drag up or down to respectively increase or decrease the brightness.
- To adjust the contrast of a view, click in that view, and then drag left or right to respectively decrease or increase the contrast.
- After adjusting the brightness and/or contrast of a view, to reset the brightness and contrast of that view, double-click in that view.

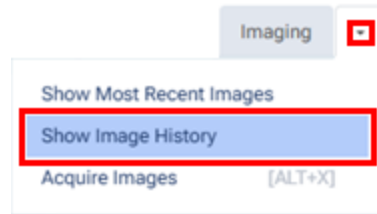
5. Click (or tap) **Finish AIDE**.

Using the AI panel

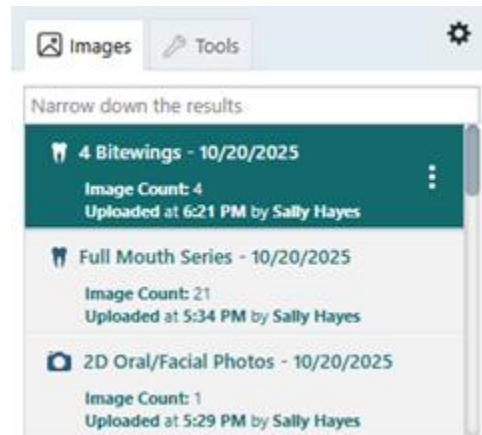
With AI activated, when you view an image in Imaging, an AI panel appears. The panel displays a summary of the AI analysis performed on the displayed teeth (using all images, with those same teeth in common, that were acquired during that visit—in the same series).

To use the AI panel

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. Do one of the following:
 - View an image from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



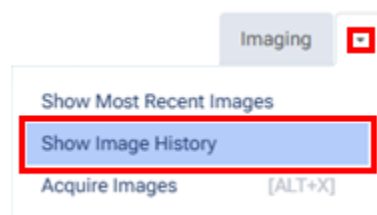
- b. On the **Images** tab, select an exam for an individual image or a series.



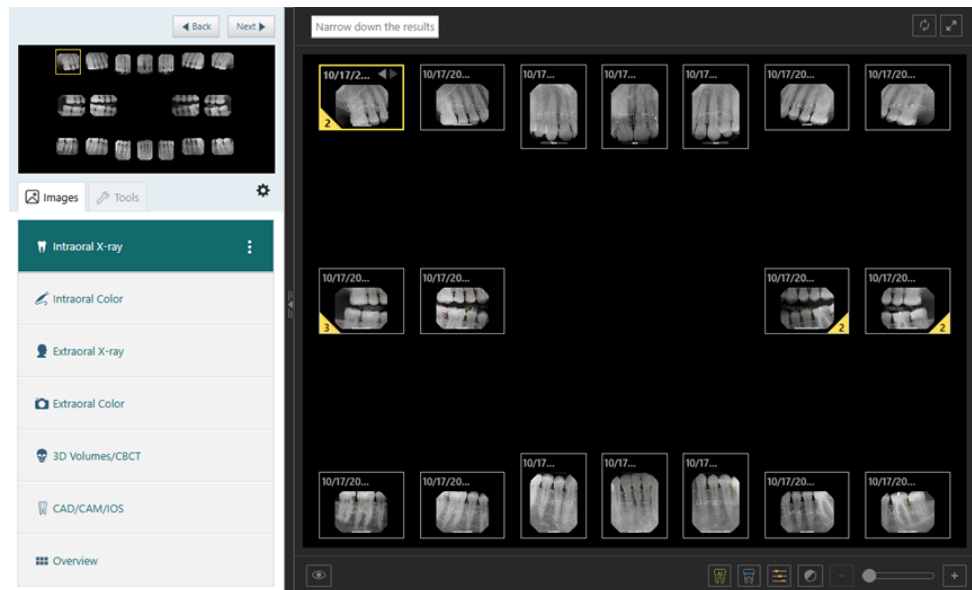
- c. If you have selected a series, under **Image Navigator**, click (or tap) an image of that series.



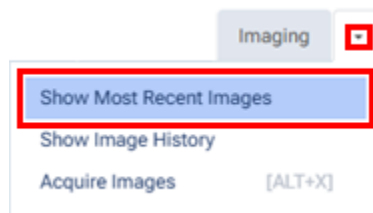
- View an image from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



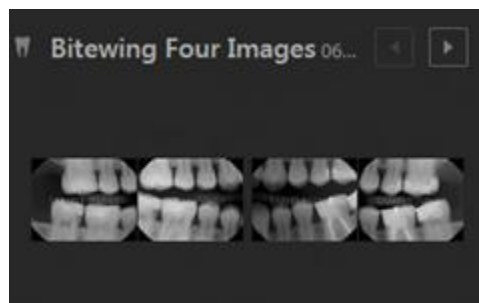
- b. On the **Intraoral X-ray** tab, select a slot of the template, and then click (or tap) it again.



- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.



- b. Click (or tap) an individual image or an image in a series.



The selected image appears in the viewing area. The AI panel is visible by default.

- In the Exam view:



- In the Modality view:

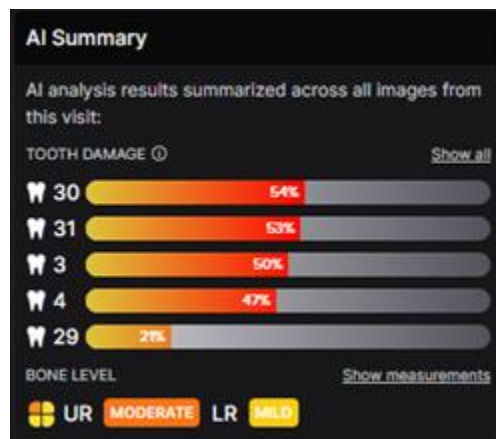


3. Do any of the following as needed:

- The odontogram at the top displays the teeth that may require restorative procedures in a purple color. Position your pointer over any tooth to see the tooth number and "Restorative" (if applicable).



- The **AI Summary** displays damage levels per tooth and bone levels per quadrant:



- For **Tooth Damage**, if not all damaged teeth appear, to view the entire list, click (or tap) the **Show all** link.



- For **Bone Level**, to view distal and mesial bone level measurements for each each tooth in each quadrant, click (or tap) the **Show measurements** link.

BONE LEVEL ⓘ [Hide measurements](#)

UR	MODERATE	LR	MILD
Upper Right		MODERATE	
3	Distal: 2.4mm Mesial: 1.2mm		
4	Distal: 2.2mm Mesial: 2.9mm		
5	Distal: 2.8mm Mesial: 3.1mm		
Lower Right		MILD	
29	Distal: 2.4mm Mesial: 2mm		
30	Distal: 2.1mm Mesial: 2.9mm		
31	Distal: 2.1mm Mesial: 2.2mm		

- View patient education topics to provide visual aids that may help the patient understand his or her treatment needs:
 - Click (or tap) **Patient Education**.

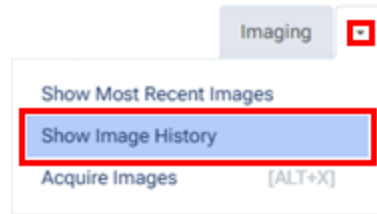


Opening Videia

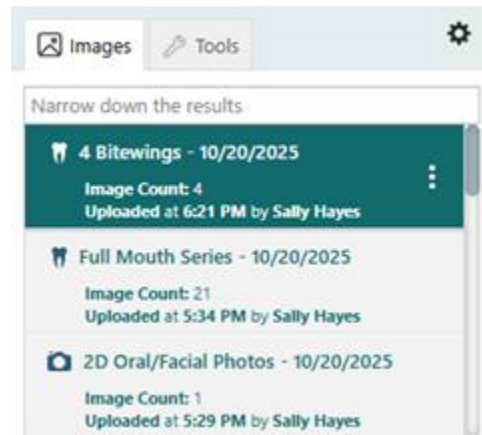
With AI activated, from Imaging you can open VideiaAssist on Videia Health's website. The website provides tools for viewing images in greater detail, filtering caries by severity (size), and comparing two images to see changes over time.

To open Videia

- If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
- Do one of the following:
 - View an image from the patient's image history list (Exam view).
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



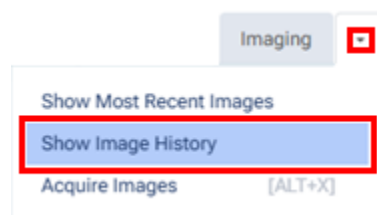
- b. On the **Images** tab, select an exam for an individual image or a series.



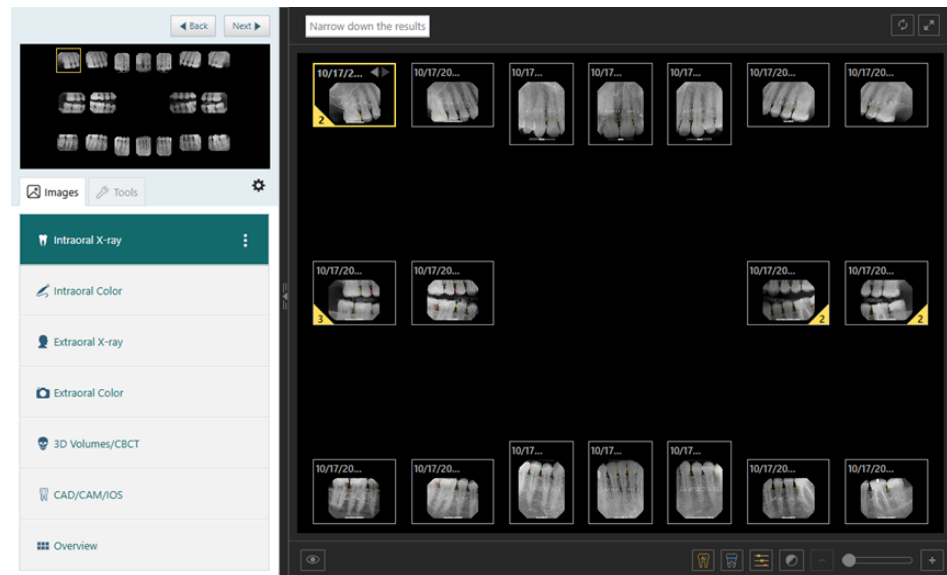
- c. If you have selected a series, under **Image Navigator**, click (or tap) an image of that series.



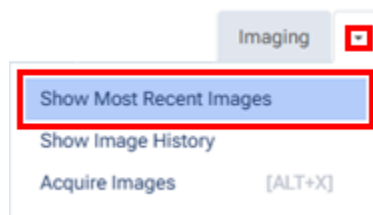
- View an image from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



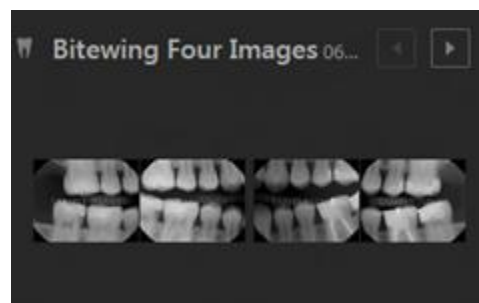
- b. On the **Intraoral X-ray** tab, select a slot of the template, and then click (or tap) it again.



- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.



- b. Click (or tap) an individual image or an image in a series.



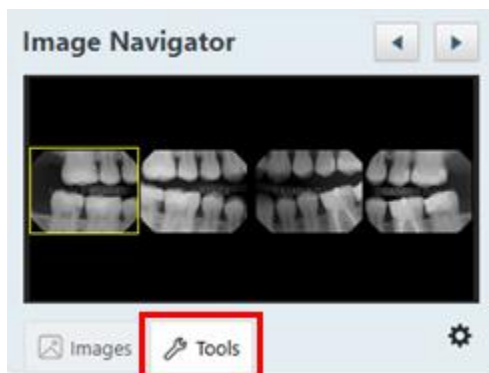
The selected image appears in the viewing area.



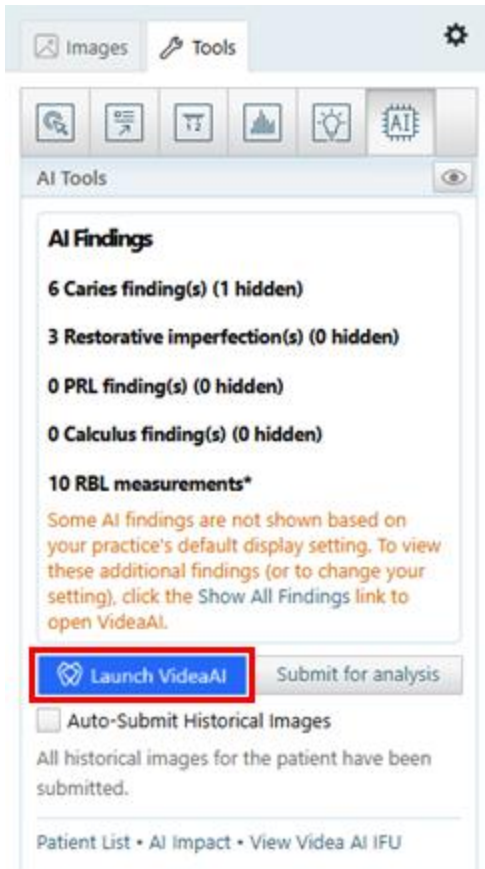
3. If the current template slot has multiple images assigned, to view an image other than the top image of the stack, do any of the following as needed:
 - At the top of the viewing area, click (or tap) the **Previous** or **Next** button **Image: 2 of 3** ◀ ▶ ◻ ◻ as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
Note: If the panel is collapsed, click (or tap) the handle ≡ to expand the panel.



4. If the **Tools** tab is not already selected, select it.



5. Select the **AI** tool.



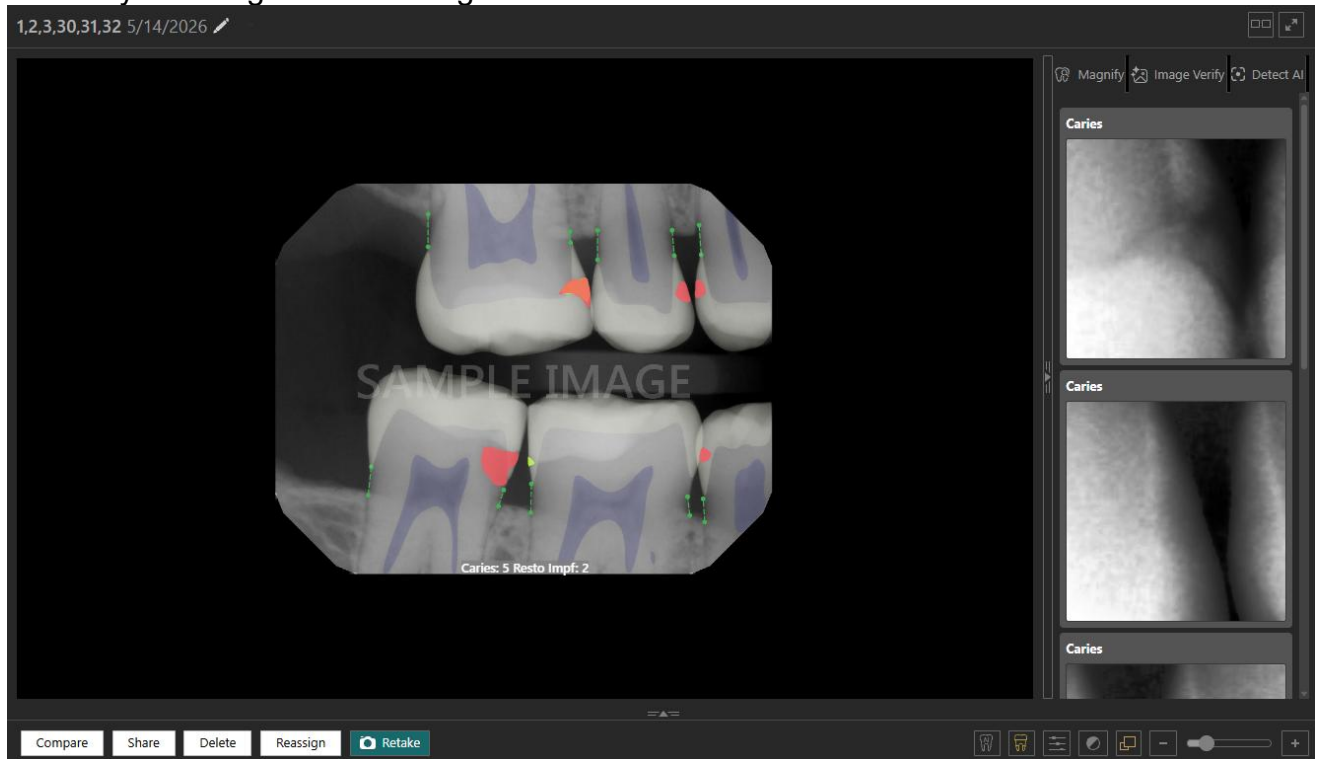
6. Click (or tap) **Launch VideAI**.
Note: You are logged in automatically.

The website opens the current image automatically.



Magnify

The Magnify panel is a feature that works in connection with AI to display zoomed-in Caries and Radiolucency / PRL results, allowing you to clearly inspect findings without manually zooming the main image.

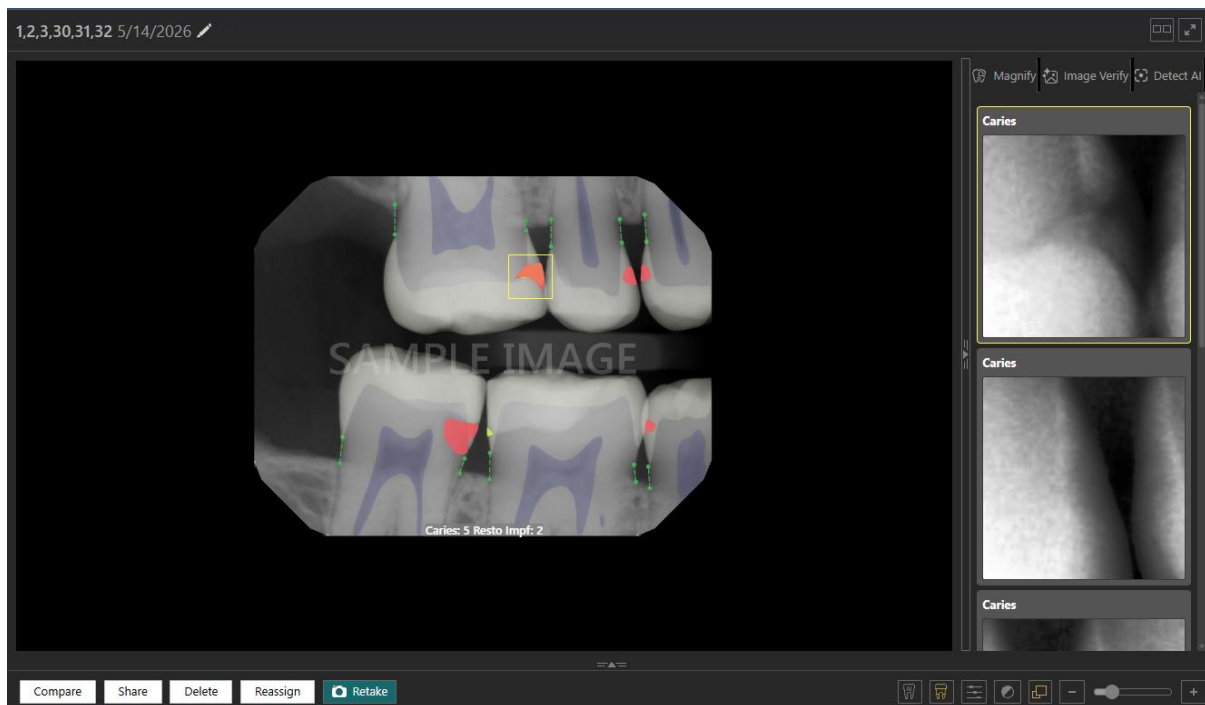


Displayed Findings

It appears in the Imaging Impact Panel alongside existing Impact Panel tabs, such as Detect AI. If Caries and Radiolucency / PRL are found, the Magnify tab will be displayed by default. When AI findings are changed or hidden, the zoomed-in images under Magnify will change as well. If a detection type is toggled off, zoomed-in images of that type are removed from the Magnify panel.

Auto-Scroll

Using the cursor to hover over each zoomed-in image in the Magnify tab will display a yellow box, and a corresponding yellow box will display around the result, as shown in the image below.



Hovering over another zoomed-in image will display the yellow box over another highlighted finding, and hovering over another result on the image will automatically scroll to the corresponding zoomed-in image.

Note: When the tools menu is opened to an image-editing activity (such as measurements or annotations) the Magnify panel is paused. Once the tools menu is closed, you are able to select another zoomed-in image in the Magnify panel.

Modifying imaging acquisitions

You can resume an incomplete series or set, retake images, recover missing images, rearrange images in a series, rename an acquisition, change an acquisition date, and assign tooth numbers to images.

Resuming incomplete imaging series

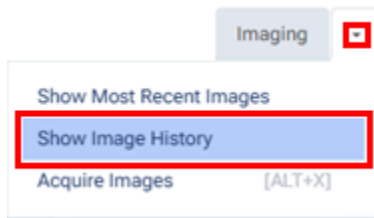
If you acquired images using an imaging procedure for a series of intraoral X-rays, but you skipped the acquisition of any of the images in the series or canceled the acquisition of the series before acquiring all the images, you can return to that set and complete the image acquisitions as needed.

To resume an incomplete imaging series

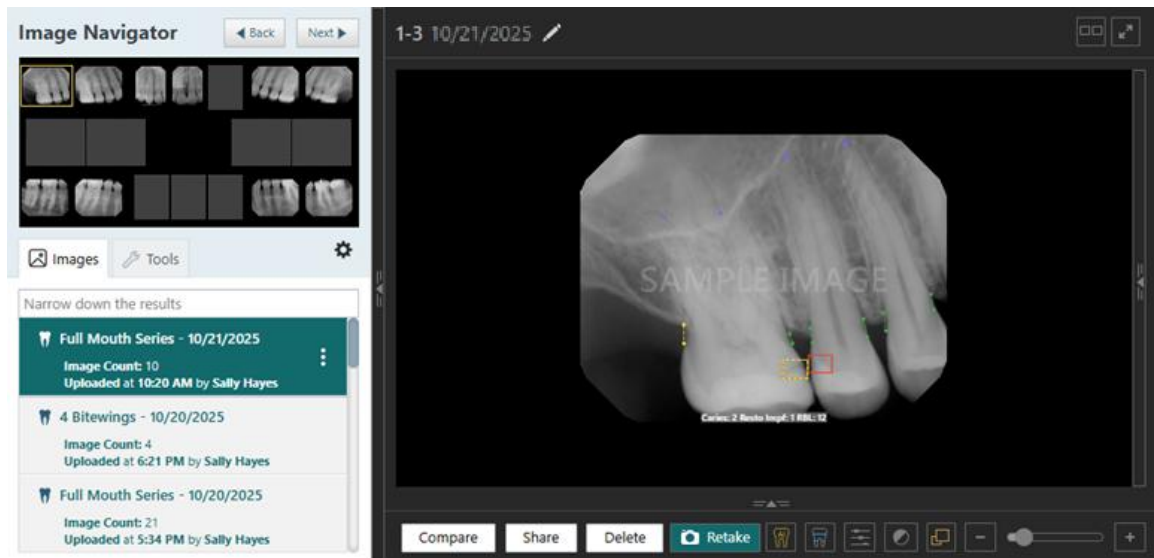
1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.

Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

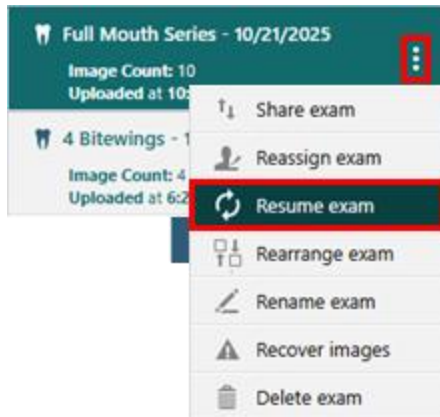


The patient's imaging page opens to the history view. The most recent image, series (such as a full mouth series or bitewings), or set of photos (which was acquired using a custom imaging procedure) is selected by default on the **Images** tab.

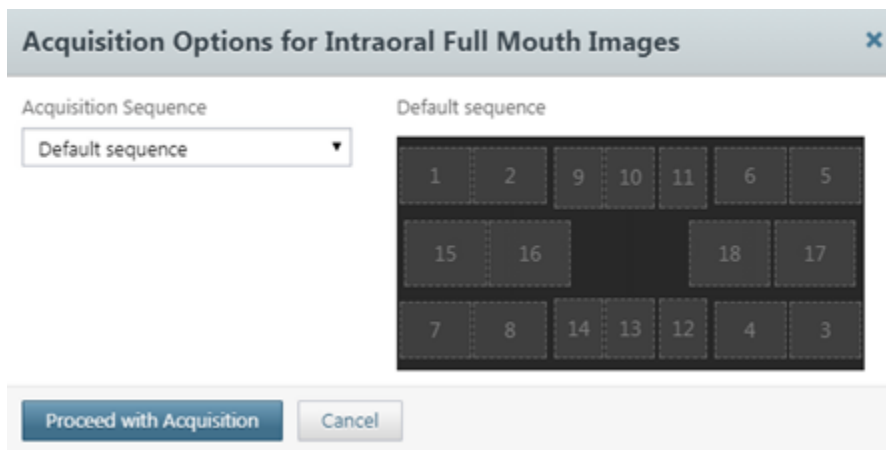


Note: These steps apply to the Exam view only. If you are using the Modality view, before you can proceed, you must switch to the Exam view.

3. Select a series (such as a full mouth series or bitewings).
4. On the corresponding options menu, select **Resume exam**.



The **Acquisition Options** dialog box appears.



5. Under **Acquisition sequence**, select "Default sequence" or a custom order (if any).
6. If you are using phosphor plates to acquire one or more images, before continuing, acquire the radiographs as needed.
Do the following:
 - a. Position a phosphor plate in the patient's mouth, and align your X-ray source cone to point at the phosphor plate, utilizing the paralleling or bisecting angle techniques. Make sure that the edge of the phosphor plate with the dot or letter is pointing upward for all vertical placements or pointing toward the back of the mouth for all horizontal placements.
Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.
 - b. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use, and then trigger the radiation emission. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)

Note: Radiation from an X-ray source causes the phosphor plate to capture the image, and this is controlled by someone triggering the X-ray source. Imaging does not directly control the X-ray source or exposure settings.

- c. Repeat steps a-b as needed to acquire additional radiographs.
7. Click (or tap) **Proceed with Acquisition**.
The options for acquiring images in the series appear.
8. Acquire one or more intraoral X-rays according to the type of device that was used to acquire the images in the series originally.

Series of images with a sensor

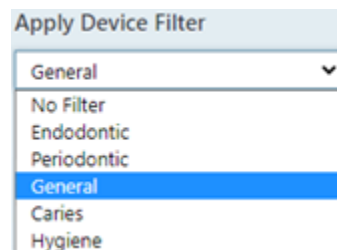
The first step with a missing image in the acquisition sequence for the template is selected automatically (as indicated by the green, numbered box) on the sequence diagram, and the applicable teeth are selected on the **Tooth status** chart for your reference.



Then, the X-ray sensor becomes ready for exposure.

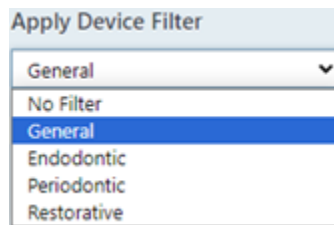
Do the following:

- a. Depending on the selected acquisition device, do one of the following if needed:
 - **Schick 33 / Xios XG** - From the **Apply Device Filter** list, select the filter that you want to have applied automatically to the image that will be acquired (**Endodontic**, **Periodontic**, **General**, **Caries**, or **Hygiene**), or select **No Filter** to not apply any filter.

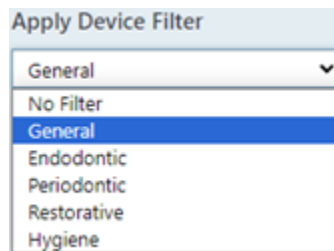


- **Sirona / Schick USB 3 / AE** - From the **Apply Device Filter** list, select the sharpness filter that you want to have applied automatically to the image that will be acquired (the available filter options vary by sensor type), or select **No Filter** to not apply any filter.

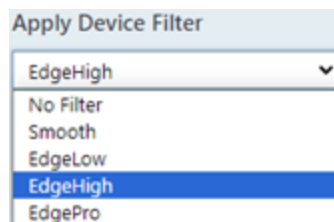
- For a Dentsply Sirona XIOS AE or Schick AE sensor, the available filter options are **General**, **Endodontic**, **Periodontic**, or **Restorative**.



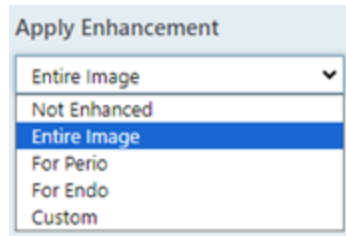
- For a Dentsply Sirona XIOS XG Supreme or Schick 33 sensor, the available filter options are **General**, **Endodontic**, **Periodontic**, **Restorative**, and **Hygiene**.



- For a Dentsply Sirona XIOS XG Select or Schick Elite sensor, the available filter options are **Smooth**, **Edge Low**, **Edge High**, and **Edge Pro**.



- **Other direct, software, or TWAIN device** - From the **Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the image that will be acquired (**Entire Image**, **For Perio**, **For Endo**), select **Custom** to apply the default custom sharpness level, or select **Not Enhanced** to not apply any enhancement.



Note: While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see "Processing images."

- b. Position the sensor in the patient's mouth, and align your X-ray source cone to point at the sensor, utilizing the paralleling or bisecting angle techniques.

Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.

- c. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use, and then trigger the radiation emission, which initiates the capture of the X-ray image. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)

Note: Radiation from an X-ray source initiates the imaging device (sensor) to capture an image, and this is controlled by someone triggering the X-ray source. Imaging does not directly control the X-ray source or exposure settings.

Radiation triggers the X-ray sensor.

A preview of the resulting image appears. Also, if the image that you just acquired was not for the last step in the acquisition sequence, the next step with a missing image in the acquisition sequence is selected automatically (as indicated by the green, numbered box) on the sequence diagram, and the applicable teeth are selected on the **Tooth status** chart for your reference.

Then, the X-ray sensor becomes ready for exposure.

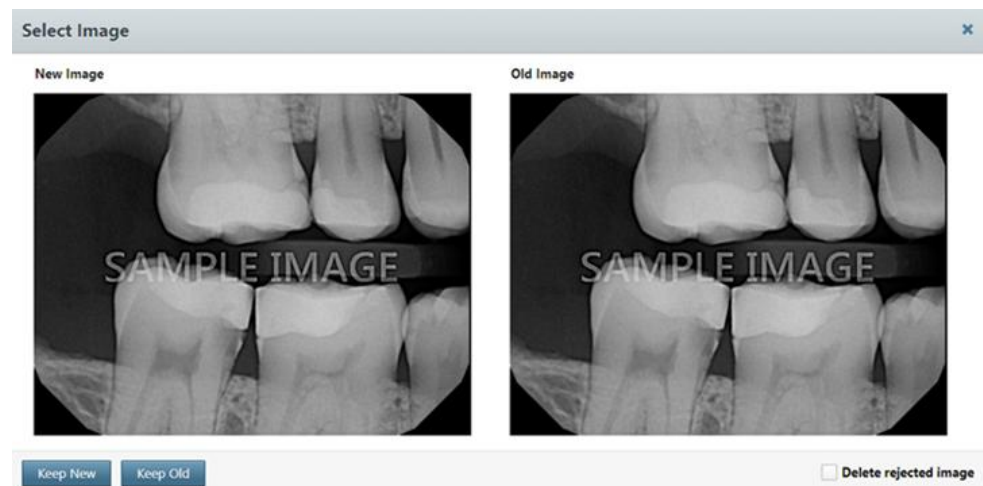
Notes:

- If you acquire an image for a step in the acquisition sequence that already has an image, the **Select Image** dialog box appears. The recaptured image appears on the left under **New Image**. The existing image appears on the right under **Old Image**. Either leave the **Delete rejected image** checkbox selected to have the rejected

image be deleted when you choose one of the "Keep" options, or clear the checkbox to have the rejected image be hidden when you choose one of the "Keep" options. Then, click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.



- To replace the image that you acquired in the previous step of the acquisition sequence, click (or tap) **Retake #[teeth]**. When the X-ray sensor becomes ready for exposure, acquire the new image. The **Select Image** dialog box appears. Either leave the **Delete rejected image** checkbox selected to have the rejected image be deleted when you choose one of the "Keep" options, or clear the checkbox to have the rejected image be hidden when you choose one of the "Keep" options. Then, click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.



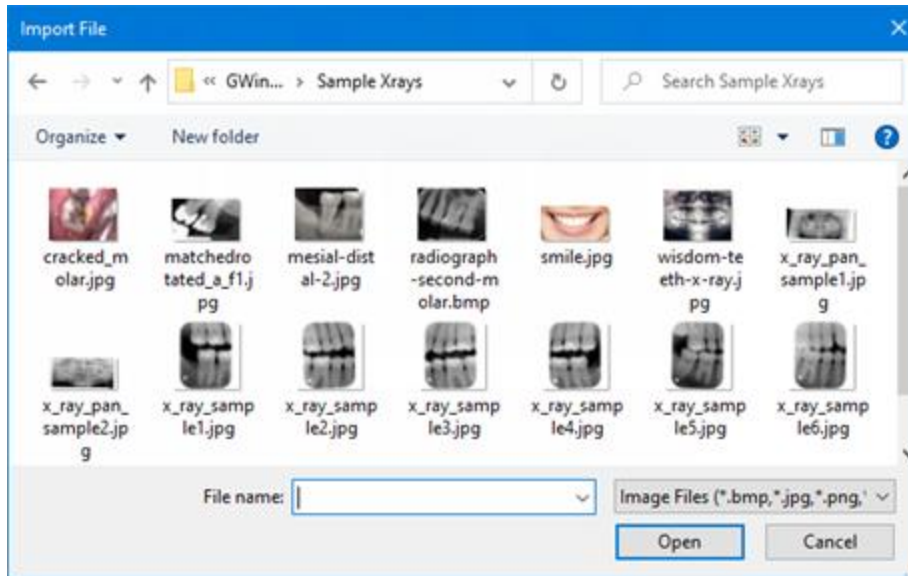
- To skip ahead in the acquisition sequence by one step, click (or tap) **Next** (this button is available only if the current step in the sequence is not the last step). Then, click (or tap) **Take #[teeth]** (if the current step in the acquisition sequence is missing an image) or **Retake #[teeth]** (if the current step in the acquisition sequence has an existing image) to resume the acquisition.
 - To go backward in the acquisition sequence by one step, click (or tap) **Back** (this button is available only if the current step in the sequence is not the first step). Then, click (or tap) **Take #[teeth]** (if the current step in the acquisition sequence is missing an image) or **Retake #[teeth]** (if the current step in the acquisition sequence has an existing image) to resume the acquisition.
- Repeat steps b-c as needed to acquire other images in the series.
 - Click (or tap) **Done**.
 - If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Series of imported images

The first step with a missing image in the acquisition sequence for the template is selected automatically (as indicated by the green, numbered box) on the sequence diagram, and the applicable teeth are selected on the **Tooth status** chart for your reference.



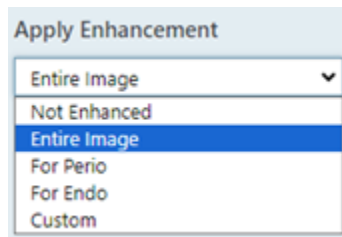
Then, the **Import File** dialog box appears.



Notes:

- If you need to change the acquisition device, click (or tap) **Cancel**, click (or tap) **Pause**, and then select a different device on the **Available Devices for Procedure** menu. Then, click (or tap) **Take #[teeth]** (if the current step in the acquisition sequence is missing an image) or **Retake #[teeth]** (if the current step in the acquisition sequence has an existing image) to resume the acquisition.
- To skip ahead in the acquisition sequence by one step, click (or tap) **Cancel**, and then click (or tap) **Next** (this button is available only if the current step in the sequence is not the last step). Then, click (or tap) **Take #[teeth]** (if the current step in the acquisition sequence is missing an image) or **Retake #[teeth]** (if the current step in the acquisition sequence has an existing image) to resume the acquisition.
- To go backward in the acquisition sequence by one step, click (or tap) **Cancel**, and then click (or tap) **Back** (this button is available only if the current step in the sequence is not the first step). Then, click (or tap) **Take #[teeth]** (if the current step in the acquisition sequence is missing an image) or **Retake #[teeth]** (if the current step in the acquisition sequence has an existing image) to resume the acquisition.
- To apply an enhancement to the images that will be acquired, click (or tap) **Cancel**. From the **Automatically Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the image that will be acquired (**Entire Image**, **For Perio**, **For Endo**), or select **Not Enhanced** to not apply any enhancement. (While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see "Processing images.") Then, click (or tap) **Capture [teeth]** (if the current step in the acquisition

sequence is missing an image) or **Recapture [teeth]** (if the current step in the acquisition sequence has an existing image) to resume the acquisition.

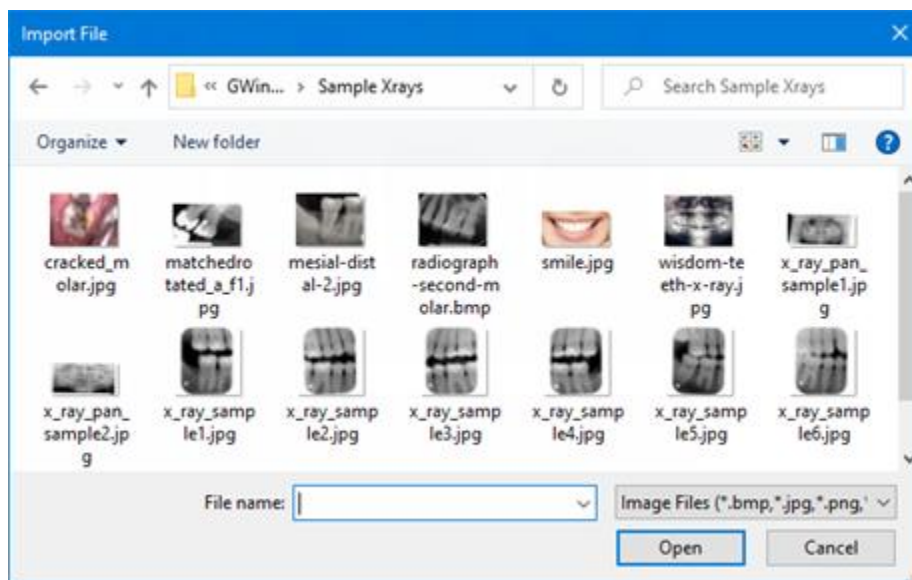


Do the following:

- a. In the **Import File** dialog box, select the correct image file.
- b. Click (or tap) **Open**.

A preview of the resulting image appears. Also, if the image that you just acquired was not for the last step in the acquisition sequence, the next step with a missing image in the acquisition sequence is selected automatically (as indicated by the green, numbered box) on the sequence diagram, and the applicable teeth are selected on the **Tooth status** chart for your reference.

Then, the **Import File** dialog box appears.



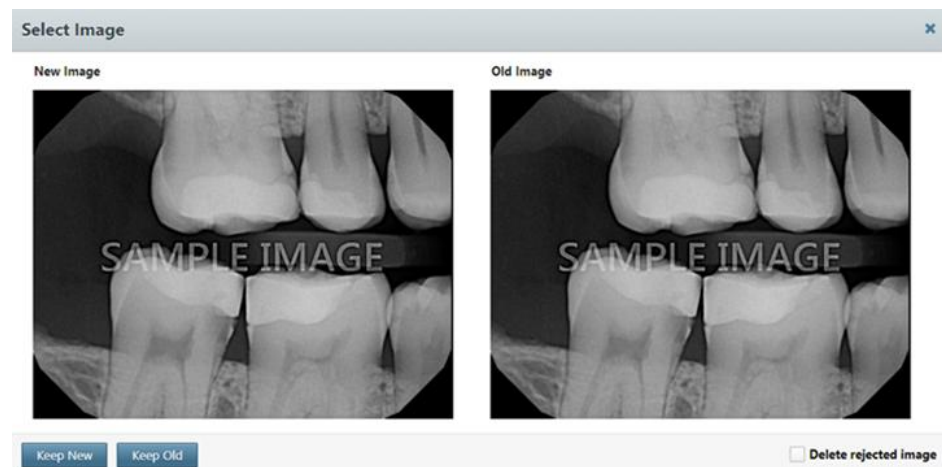
Notes:

- If you import an image for a step in the acquisition sequence that already has an image, the **Select Image** dialog box appears. The recaptured image appears on the left under **New Image**. The existing image appears on the right under **Old Image**. Either leave the **Delete rejected image** checkbox selected to have the rejected

image be deleted when you choose one of the "Keep" options, or clear the checkbox to have the rejected image be hidden when you choose one of the "Keep" options. Then, click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.



- To replace the image that you imported in the previous step of the acquisition sequence, click (or tap) **Cancel**, and then click (or tap) **Recapture [teeth]**. The **Import File** dialog box appears. Either leave the **Delete rejected image** checkbox selected to have the rejected image be deleted when you choose one of the "Keep" options, or clear the checkbox to have the rejected image be hidden when you choose one of the "Keep" options. Then, click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.

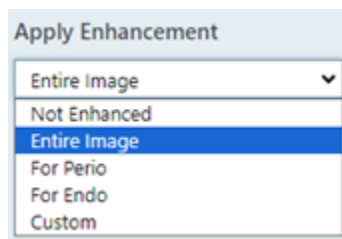


- To skip ahead in the acquisition sequence by one step, click (or tap) **Cancel**, and then click (or tap) **Skip Forward** (this button is available only if the current step in the sequence is not the last step). Then, click (or tap) **Capture [teeth]** (if the current step in the acquisition sequence is missing an image) or **Recapture [teeth]** (if the current step in the acquisition sequence has an existing image) to resume the acquisition.
 - To go backward in the acquisition sequence by one step, click (or tap) **Cancel**, and then click (or tap) **Skip Backward** (this button is available only if the current step in the sequence is not the first step). Then, click (or tap) **Capture [teeth]** (if the current step in the acquisition sequence is missing an image) or **Recapture [teeth]** (if the current step in the acquisition sequence has an existing image) to resume the acquisition.
- c. Repeat steps a-b as needed to import other images in the series.
 - d. Click (or tap) **Done**.
 - e. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Series of images with a phosphor plate scanner

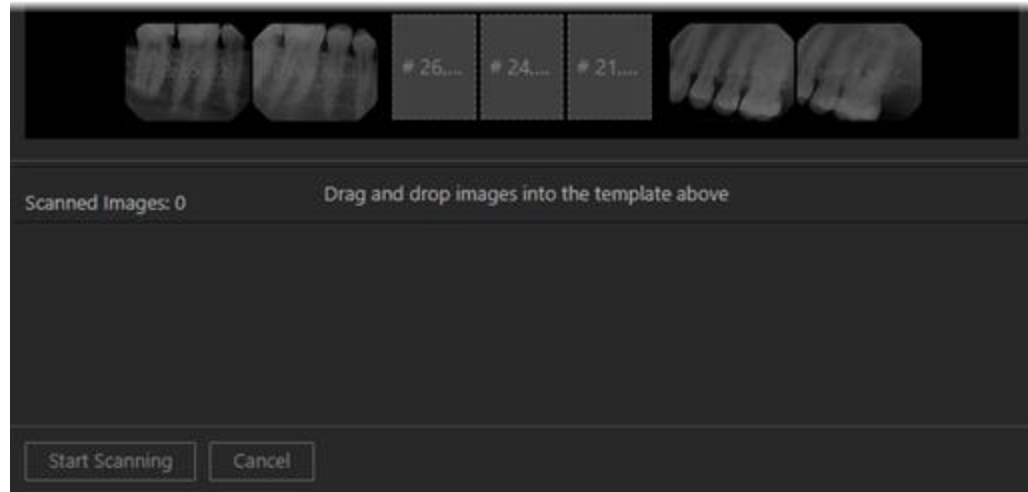
Do the following:

- a. From the **Automatically Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the acquired images (**Entire Image**, **For Perio**, **For Endo**), or select **Not Enhanced** to not apply any enhancement.

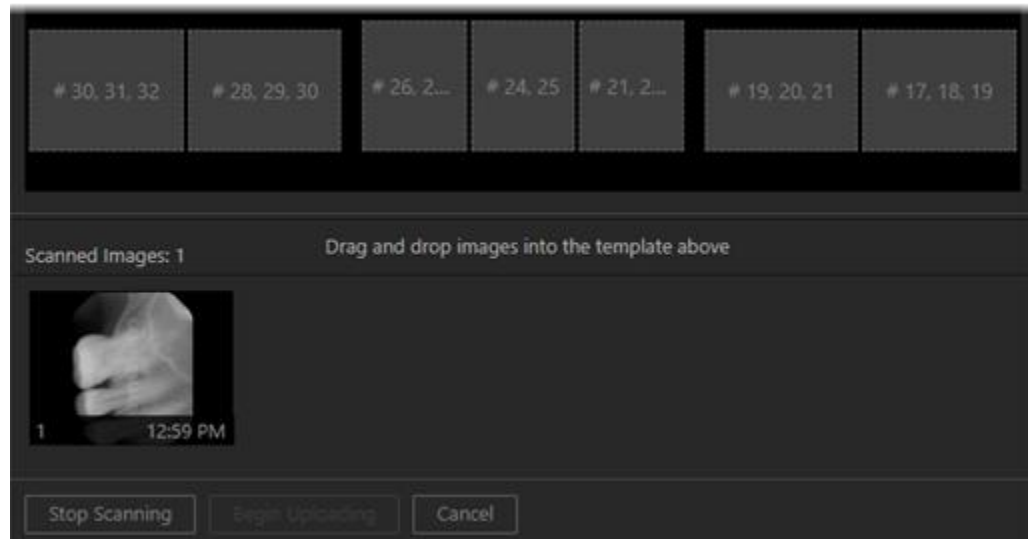


Note: While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see "Processing images."

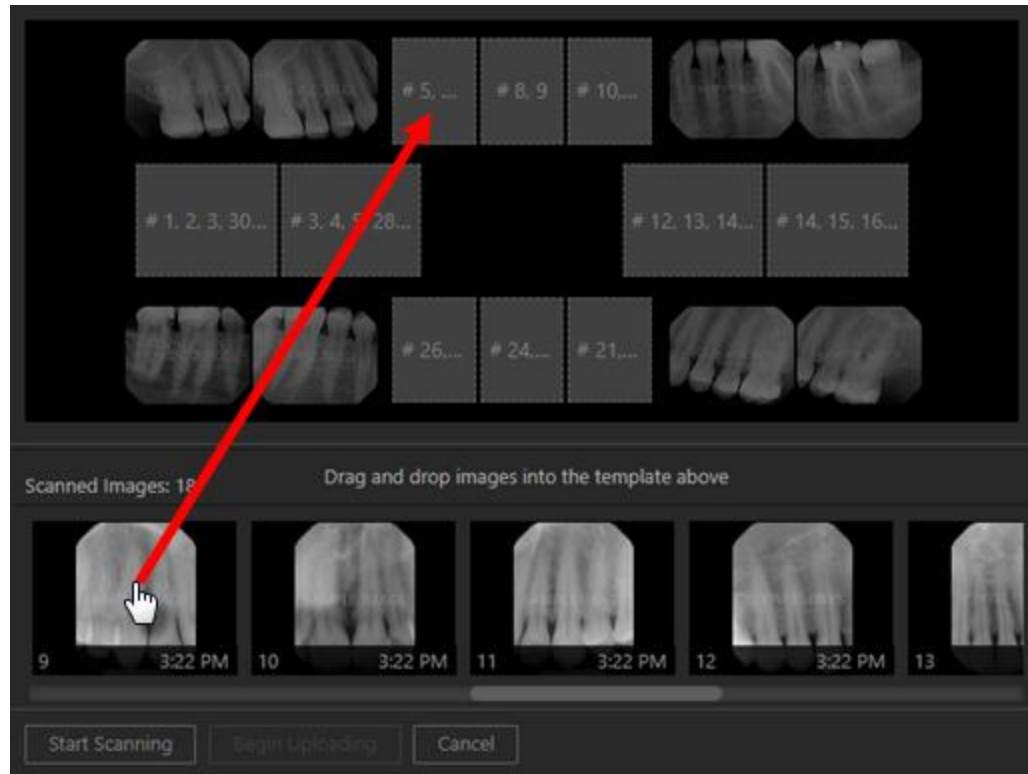
- b. Put the phosphor plates, with the edges with the dot or letter pointing up, in the scanner according to the manufacturer's instructions.
- c. Click (or tap) **Start Scanning**.



As the scanner finishes scanning a plate, the resulting image appears as a thumbnail image on the panel at the bottom of the Imaging program.



- d. After all the plates have been scanned, one at a time, drag the thumbnail images from the panel to the correct boxes of the template.



Note: If the orientations the phosphor plates were correct when the radiographs were taken and when inserted into the scanner, the images will have the correct orientation in the series. When you drop a thumbnail image into a box of the template, the image is rotated automatically as needed for that position in the series.

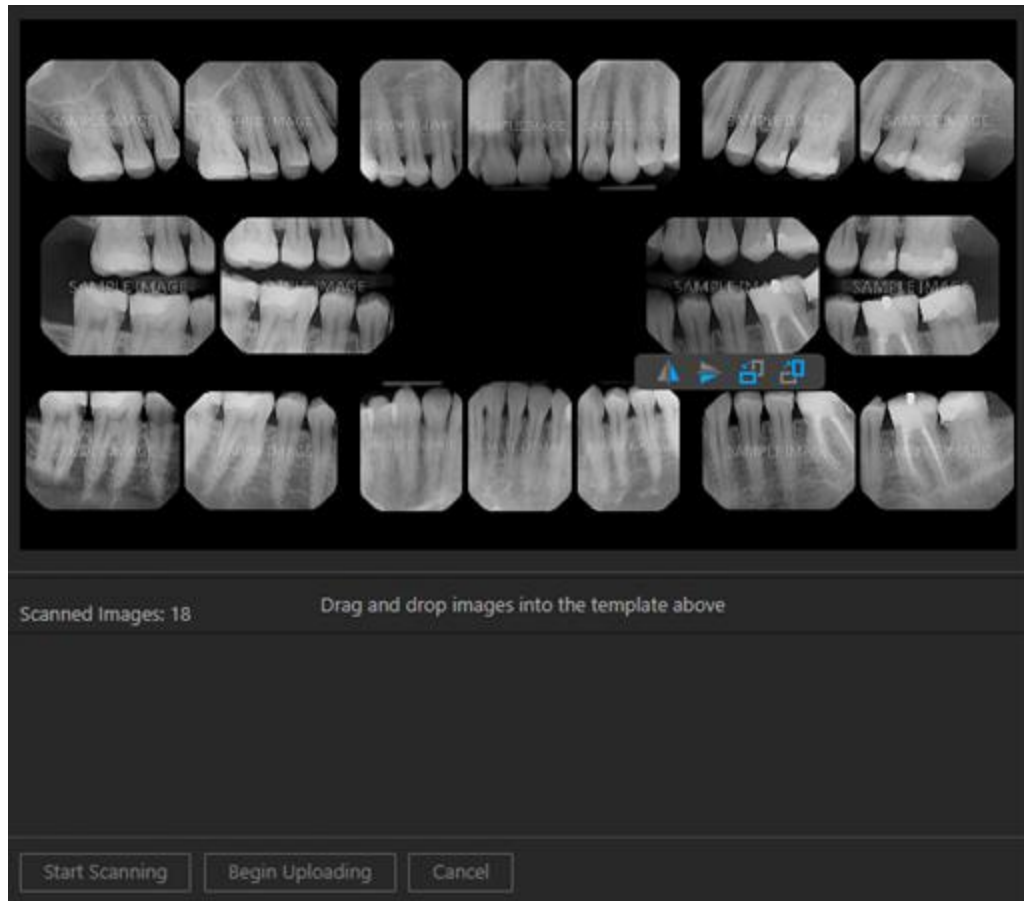
- e. As needed, do any of the following:
- To stack multiple images in one template slot, drag either a thumbnail image from the panel at the bottom or an image from a template slot to a template slot that already has an image assigned. That image is put on the top of the image stack for that template slot (but you can choose a different image to be on top).
 - To choose the top image for a template slot with multiple images, navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed. The image that is visible in the stack when you click (or tap) **Begin Uploading** will be set as the top image of the stack.



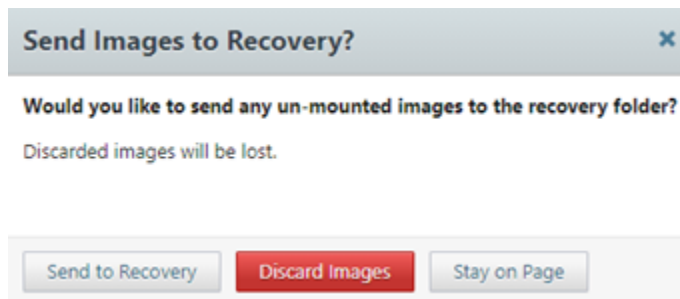
- To change the orientation of an image in the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



- To remove an image from the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), and then drag the image back to the panel at the bottom.
- f. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



- g. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



Click one of the following buttons:

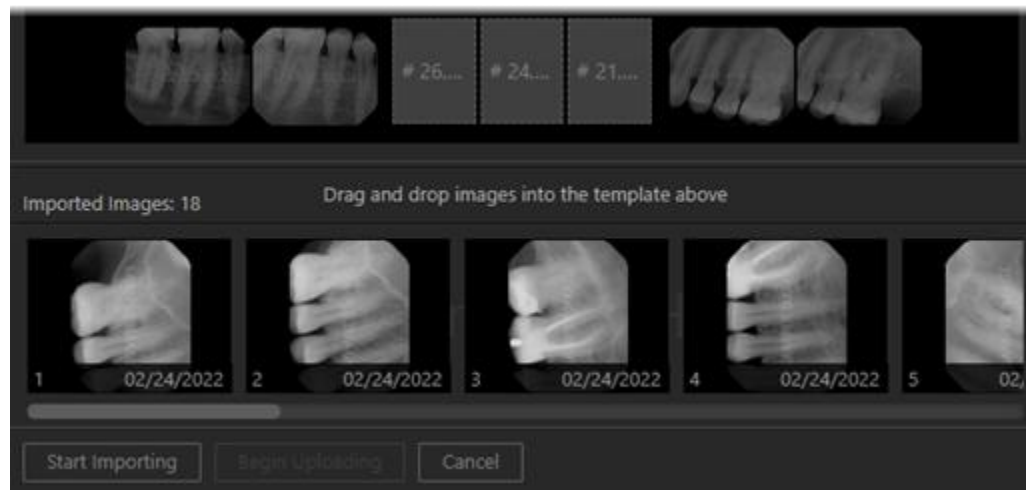
- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
- **Discard Images** - To delete the unassigned images permanently.
- **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.

- h. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Series of images with a third-party program (TWAIN or bridge)

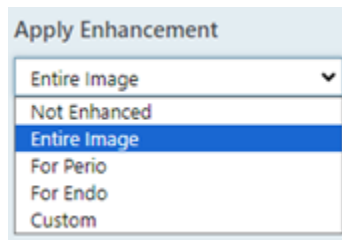
Do the following:

- a. Use the options in the third-party TWAIN interface or imaging program that opens to get ready to acquire images.
- b. Position the sensor in the patient's mouth and align your X-ray source cone to point at the sensor, utilizing the paralleling or bisecting angle techniques.
Note: A phantom, test target, and/or another non-human object should be X-rayed when installing or using any image acquisition device for the first time in Imaging to verify proper operation prior to use on live patients.
- c. Set the appropriate exposure time on your X-ray source's control panel for the specific imaging device in use and then trigger the radiation emission. (Refer to the documentation provided by the manufacturer of your X-ray source for details about changing settings and usage.)
Note: Radiation from an X-ray source initiates the imaging device (sensor) to capture an image, and this is controlled by someone triggering the X-ray source. Imaging does not directly control the X-ray source or exposure settings.
- d. Repeat steps b-c as needed to acquire other images for the series.
- e. Close the third-party TWAIN interface or imaging program.
The images that you acquired in the third-party imaging program appear as thumbnail images on the panel at the bottom of Imaging.



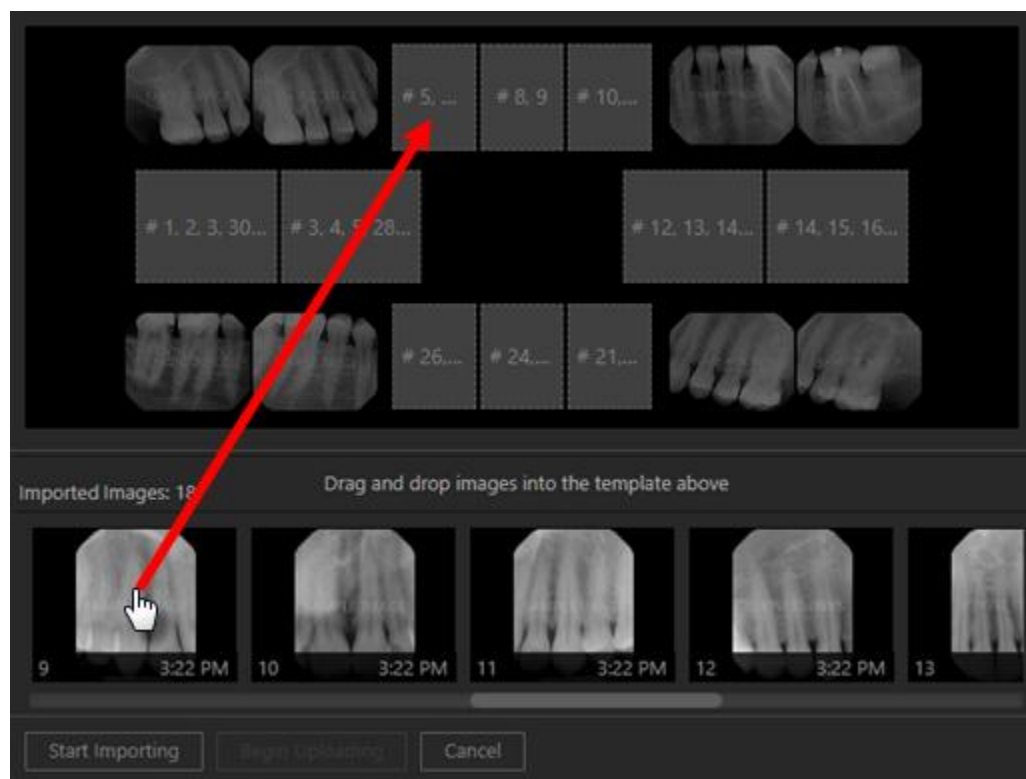
- f. From the **Automatically Apply Enhancement** list, select the type of enhancement that you want to have applied automatically to the acquired

images (**Entire Image**, **For Perio**, **For Endo**), or select **Not Enhanced** to not apply any enhancement.



Note: While viewing an image after it has been acquired, you can turn the enhancement off and on. The original, raw image is preserved. For more information about enhancements and turning them on and off, see "Processing images."

- g. One at a time, drag the thumbnail images from the panel to the correct boxes of the template.



- h. As needed, do any of the following:
- To stack multiple images in one template slot, drag either a thumbnail image from the panel at the bottom or an image from a template slot to a template slot that already has an image assigned. That image is put on the top of the image stack for that template slot (but you can choose a different image to be on top).

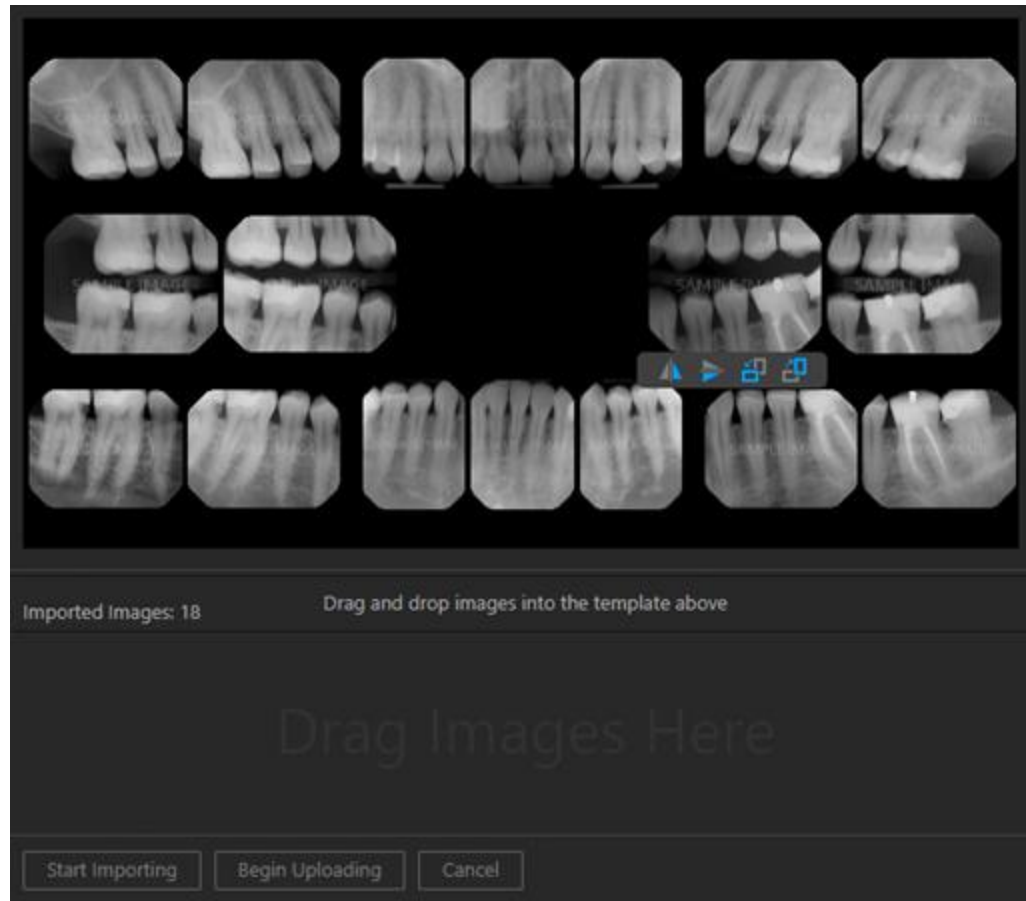
- To choose the top image for a template slot with multiple images, navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed. The image that is visible in the stack when you click (or tap) **Begin Uploading** will be set as the top image of the stack.



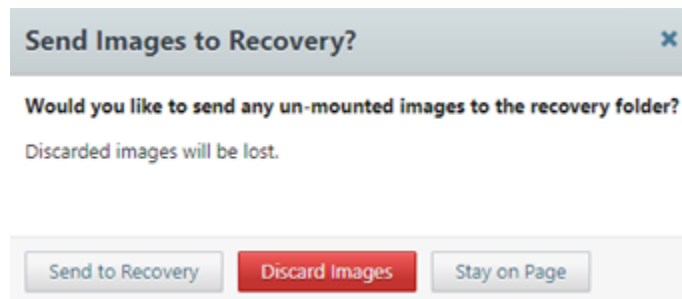
- To change the orientation of an image in the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



- To remove an image from the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), and then drag the image back to the panel at the bottom.
- i. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



- j. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



Click one of the following buttons:

- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
- **Discard Images** - To delete the unassigned images permanently.
- **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.

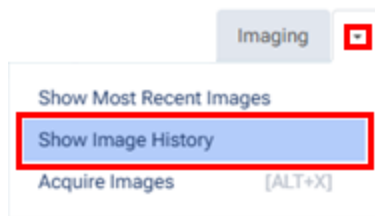
- k. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Resuming incomplete imaging series

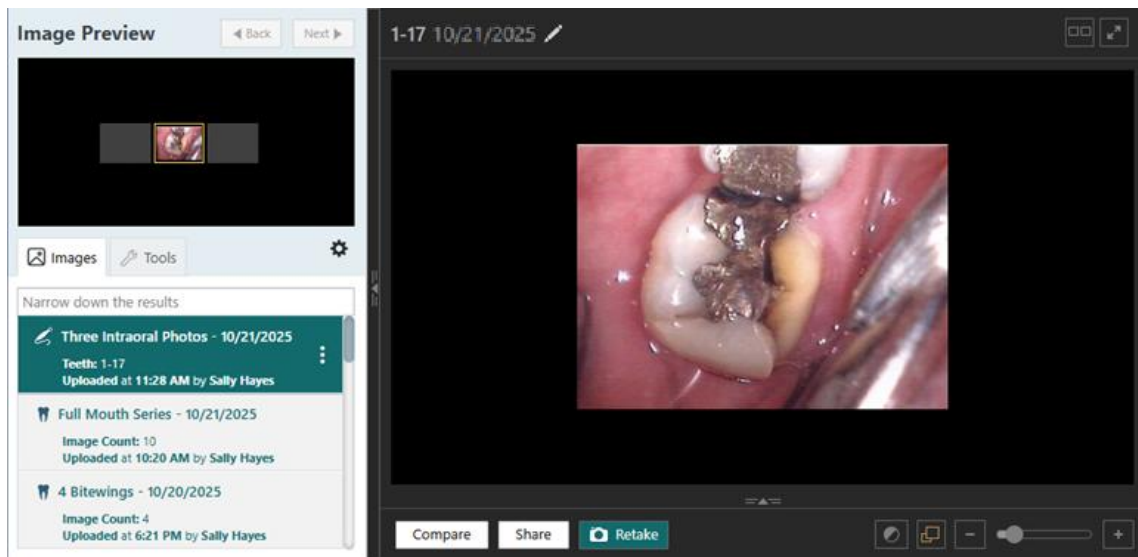
If you acquired images using an imaging procedure for a set of intraoral or extraoral photos, but you skipped the acquisition of any of the images in the set or canceled the acquisition of the set before acquiring all the images, you can return to that set and complete the image acquisitions as needed.

To resume an incomplete set of photos

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

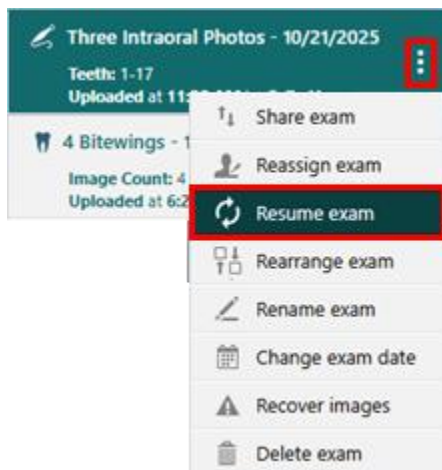


The patient's imaging page opens to the history view. The most recent image, series (such as a full mouth series or bitewings), or set of photos (which was acquired using a custom imaging procedure) is selected by default on the **Images** tab.

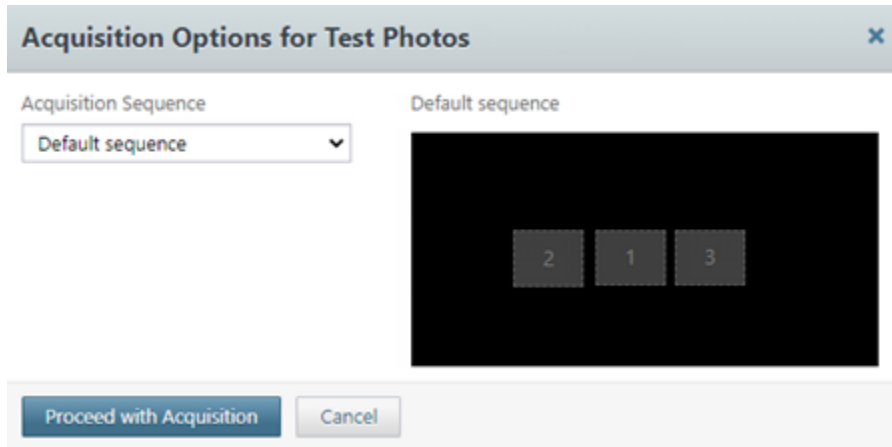


Note: These steps apply to the Exam view only. If you are using the Modality view, before you can proceed, you must switch to the Exam view.

3. Select a set of photos (which was acquired using a custom imaging procedure).
4. On the corresponding options menu, select **Resume exam**.



The **Acquisition Options** dialog box appears.

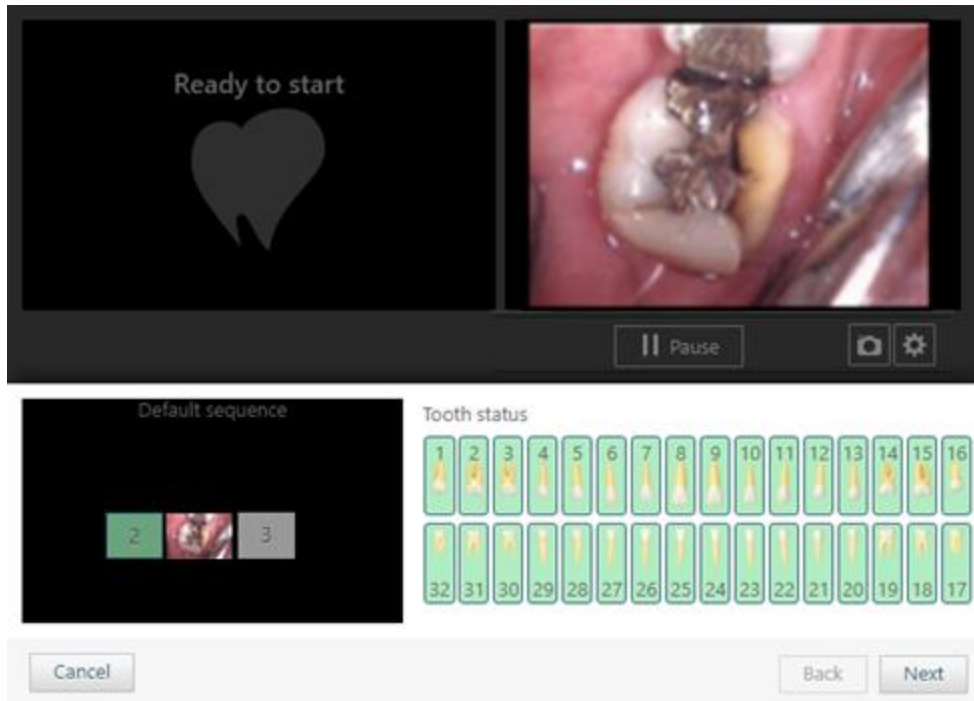


5. Under **Acquisition sequence**, select "Default sequence" or a custom order (if any).
6. Click (or tap) **Proceed with Acquisition**.
The options for acquiring images in the set appear.
7. Acquire one or more intraoral or extraoral photos according to the type of device that was used to acquire the images in the series originally.

Set of images with a camera

The first step in the acquisition sequence for the template is selected automatically (as indicated by the green, numbered box) on the sequence diagram, and the applicable teeth are selected on the **Tooth status** chart for your reference.

Also, the live video stream from your camera appears.

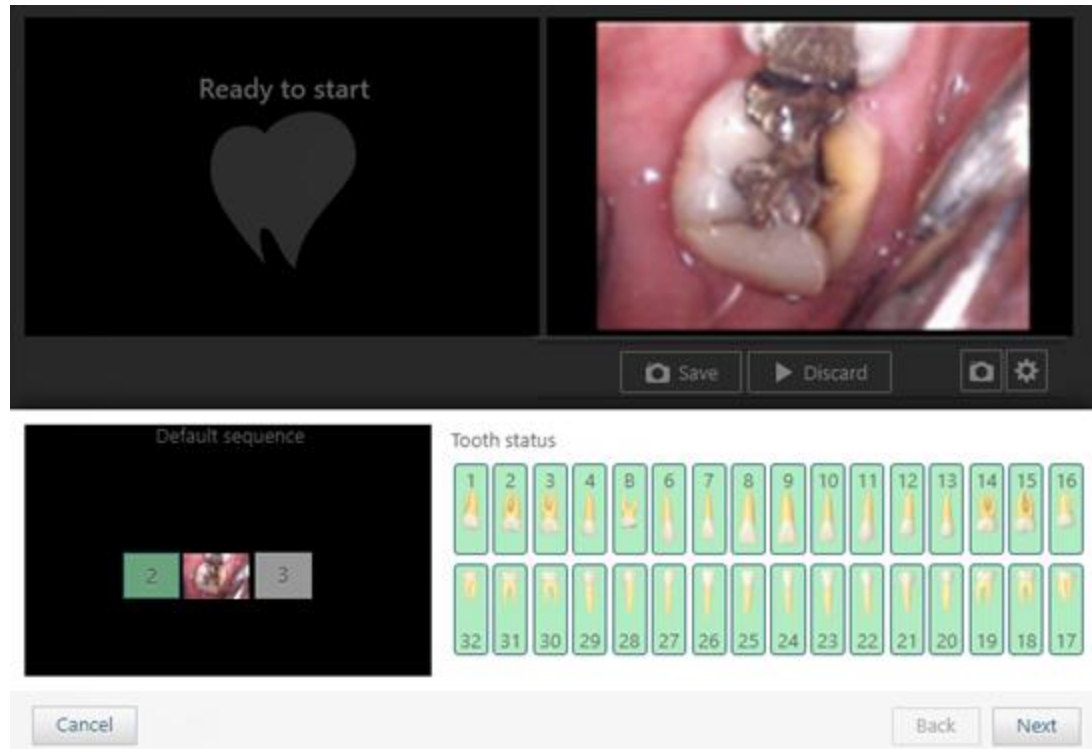


Notes:

- To tune your camera's settings, you can click (or tap) the **Tune Camera** button .
- If you need to change the acquisition device, click (or tap) **Pause** to pause the video stream, select a different device on the **Available Devices for Procedure** menu, and then click (or tap) **Discard** to resume the video stream.
- To skip ahead in the acquisition sequence by one step, click (or tap) **Next** (this button is available only if the current step in the sequence is not the last step).
- To go backward in the acquisition sequence by one step, click (or tap) **Back** (this button is available only if the current step in the sequence is not the first step).

Do the following:

- a. Point the camera at the patient or at the correct area inside the patient's mouth.
- b. To pause or freeze the live video stream, with the camera properly positioned, do one of the following:
 - Press the button on your camera.
 - Click (or tap) **Pause**.



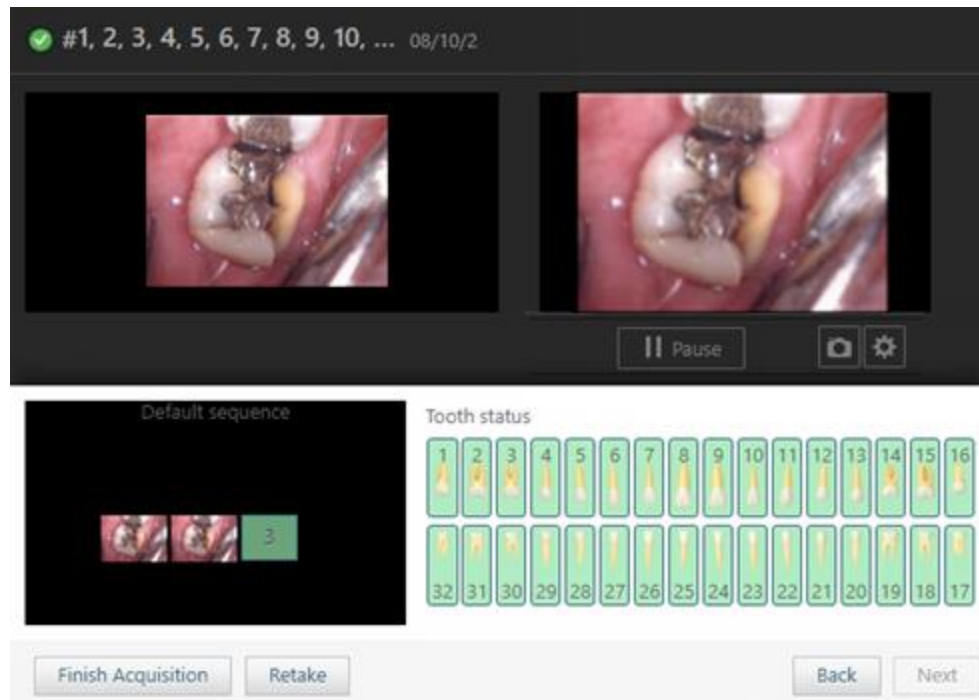
c. To capture the current video frame, do one of the following:

- Press the button on your camera.
- Click (or tap) **Save**.

Notes:

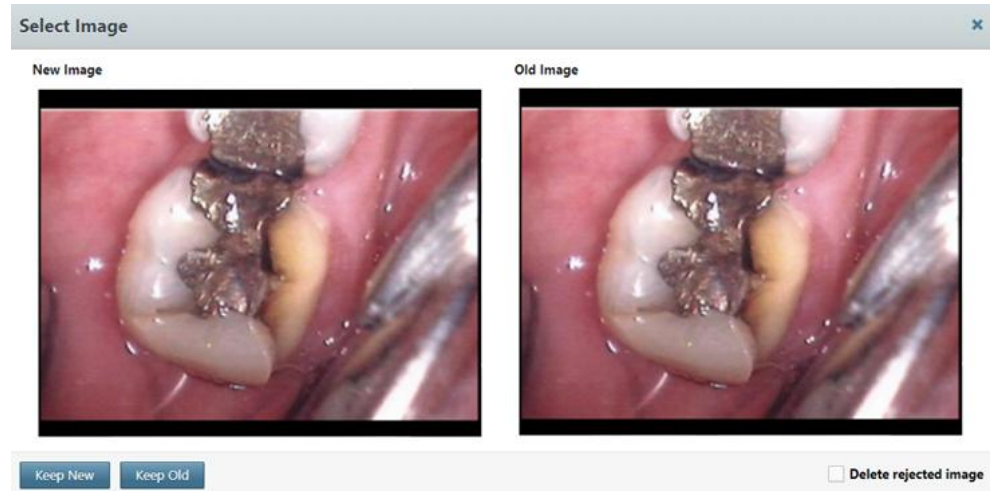
- If alternative button functionality has been enabled for your camera in the acquisition agent preferences, you can push the button twice to not capture the current video frame.
- To return to a live video stream without capturing the current video frame, click (or tap) **Discard**. Then, repeat steps a-c.

A preview of the resulting image appears. Also, if the image that you just acquired was not for the last step in the acquisition sequence, the next step with a missing image in the acquisition sequence is selected automatically (as indicated by the green, numbered box) on the sequence diagram, the applicable teeth are selected on the **Tooth status** chart for your reference, and the video stream automatically becomes live again.

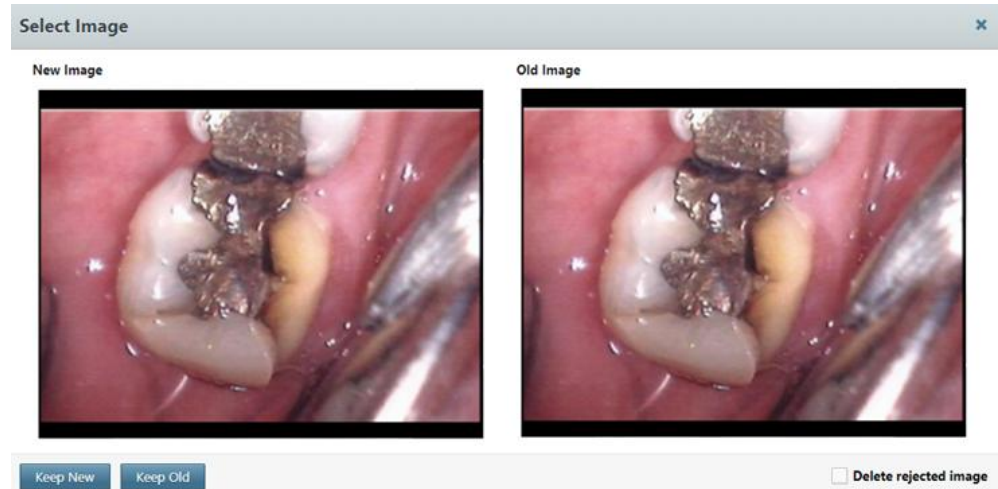


Notes:

- If you acquire an image for a step in the acquisition sequence that already has an image, the **Select Image** dialog box appears. The recaptured image appears on the left under **New Image**. The existing image appears on the right under **Old Image**. Either leave the **Delete rejected image** checkbox selected to have the rejected image be deleted when you choose one of the "Keep" options, or clear the checkbox to have the rejected image be hidden when you choose one of the "Keep" options. Then, click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.



- To skip ahead in the acquisition sequence one step, click (or tap) **Next**. This button is available only if the current step in the sequence is not the last step.
- To go backward in the acquisition sequence one step, click (or tap) **Back**. This button is available only if the current step in the sequence is not the first step, and if the previous step in the sequence does not have an image.
- To replace the image that you acquired in the previous step of the acquisition sequence, click (or tap) **Back** to navigate to the previous step. With the camera properly positioned, click (or tap) **Pause** to pause the video stream, and then click (or tap) **Save** to capture the current video frame. The **Select Image** dialog box appears. Either leave the **Delete rejected image** checkbox selected to have the rejected image be deleted when you choose one of the "Keep" options, or clear the checkbox to have the rejected image be hidden when you choose one of the "Keep" options. Then, click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.



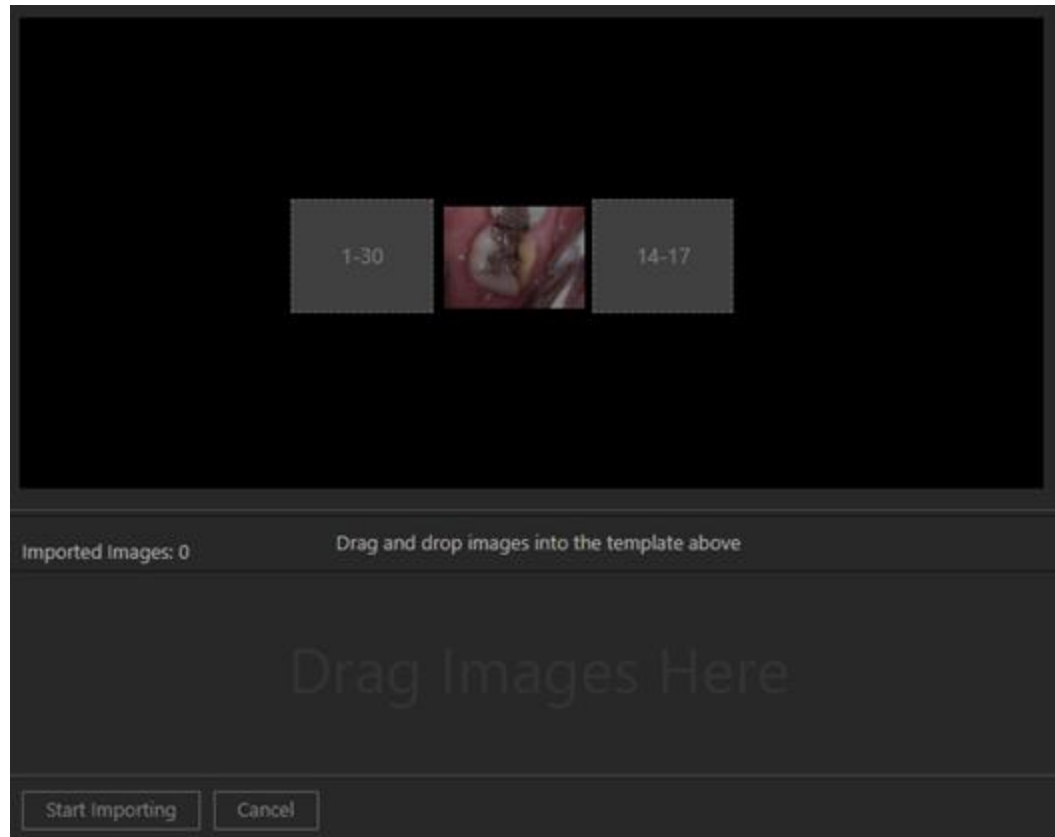
The original image and all recaptured images are saved to the patient's record.

- d. Repeat steps a-c as needed to acquire other images in the set.
- e. Click (or tap) **Finish Acquisition**.
- f. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

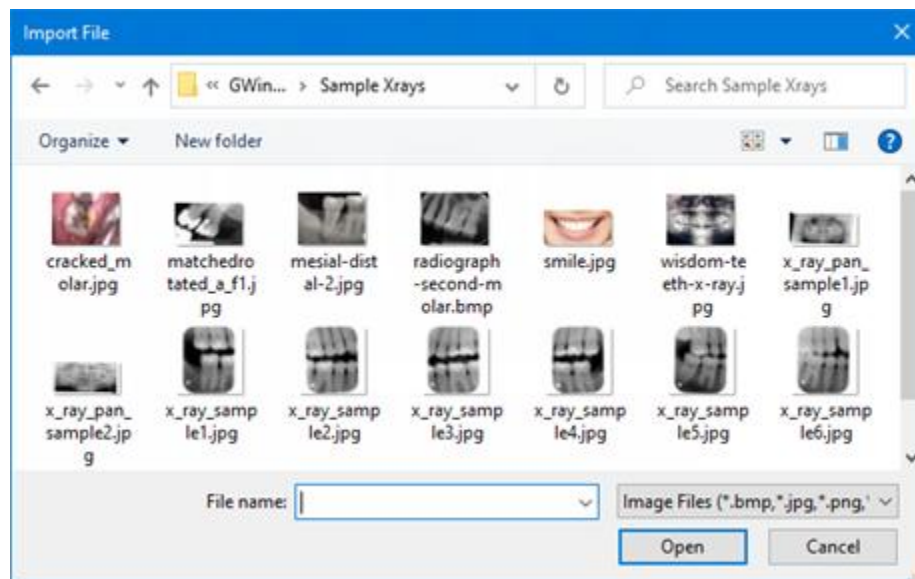
Set of imported images

Do the following:

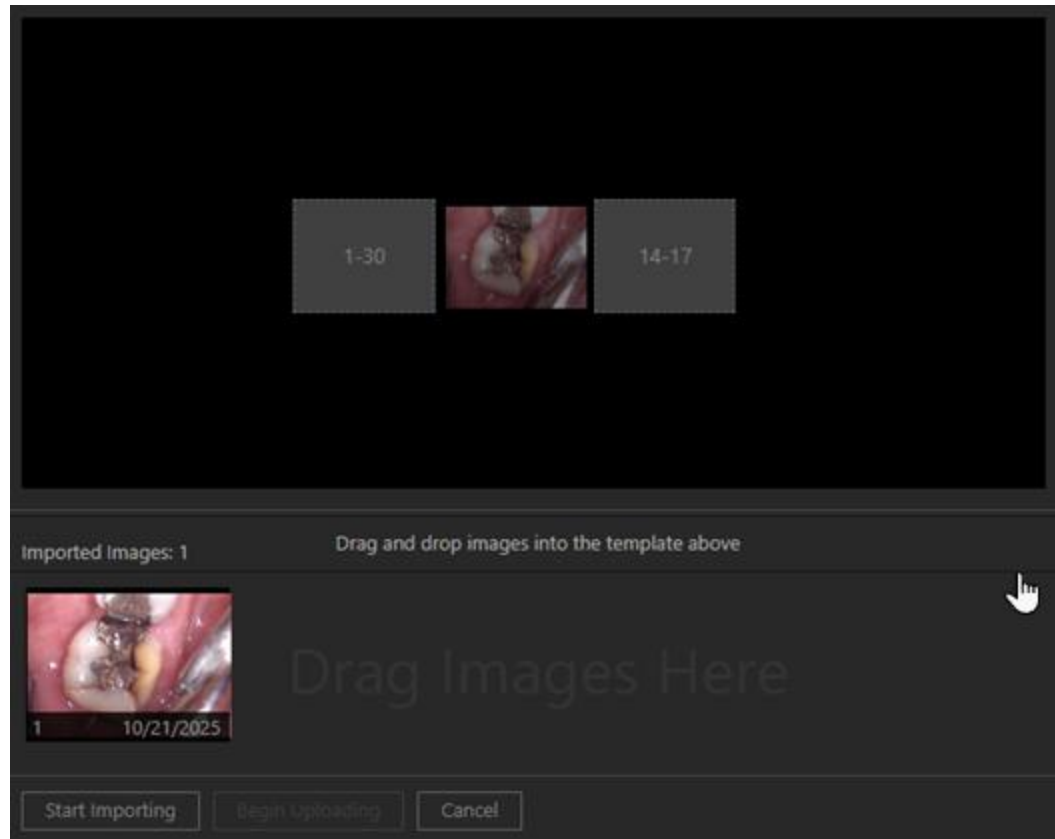
- a. Click (or tap) **Start Importing**.



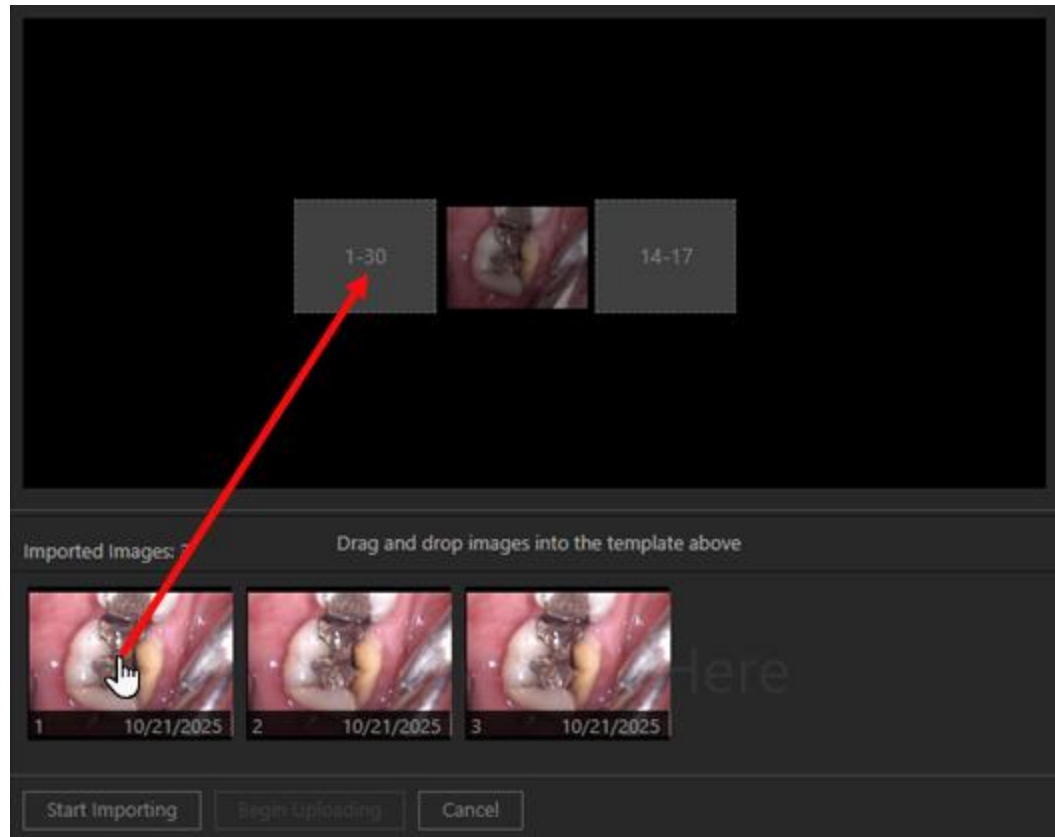
The **Import File** dialog box opens.



- b. Select the correct image file, and then click (or tap) **Open**.
The image that you imported appears as a thumbnail image on the panel at the bottom of Imaging.



- c. Repeat steps a-b until you finish importing images for the set.
- d. After all the images have been imported. One at a time, drag the thumbnail images from the panel to the correct boxes of the template.



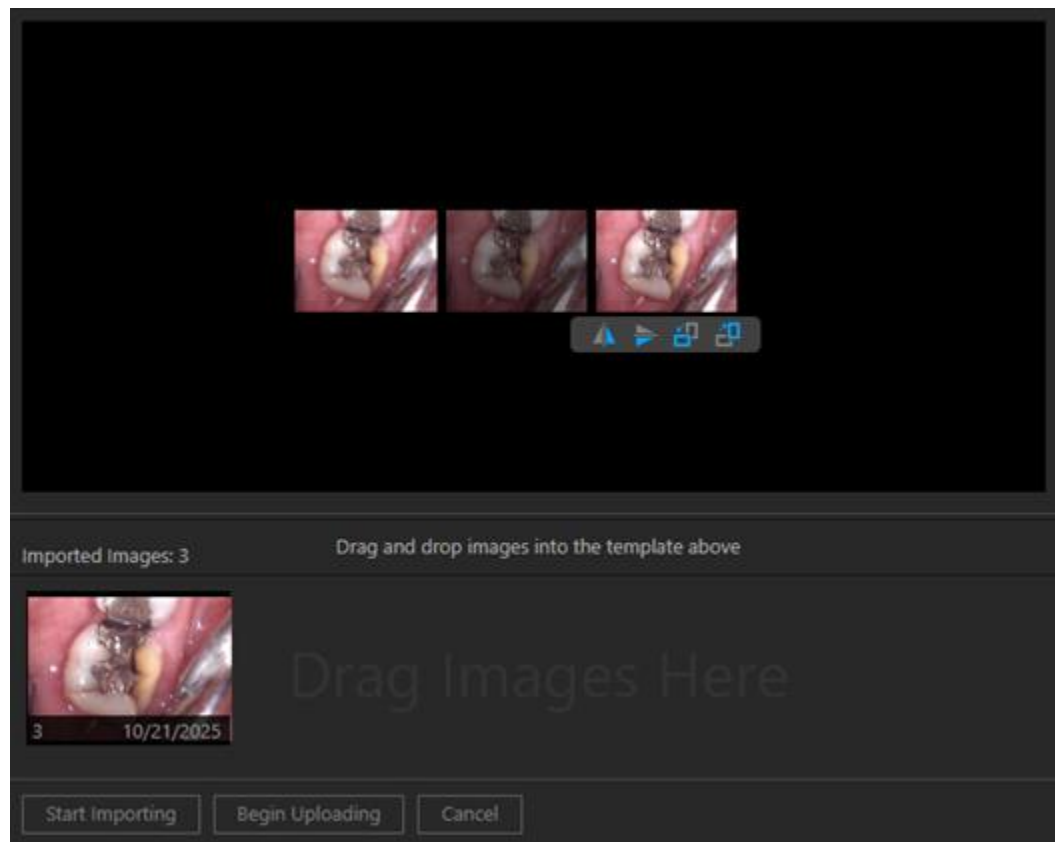
- e. As needed, do any of the following:
- To stack multiple images in one template slot, drag either a thumbnail image from the panel at the bottom or an image from a template slot to a template slot that already has an image assigned. That image is put on the top of the image stack for that template slot (but you can choose a different image to be on top).
 - To choose the top image for a template slot with multiple images, navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed. The image that is visible in the stack when you click (or tap) **Begin Uploading** will be set as the top image of the stack.



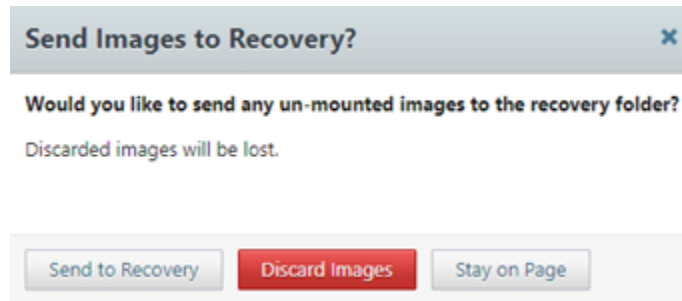
- To change the orientation of an image in the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



- To remove an image from the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), and then drag the image back to the panel at the bottom.
- f. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



- g. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



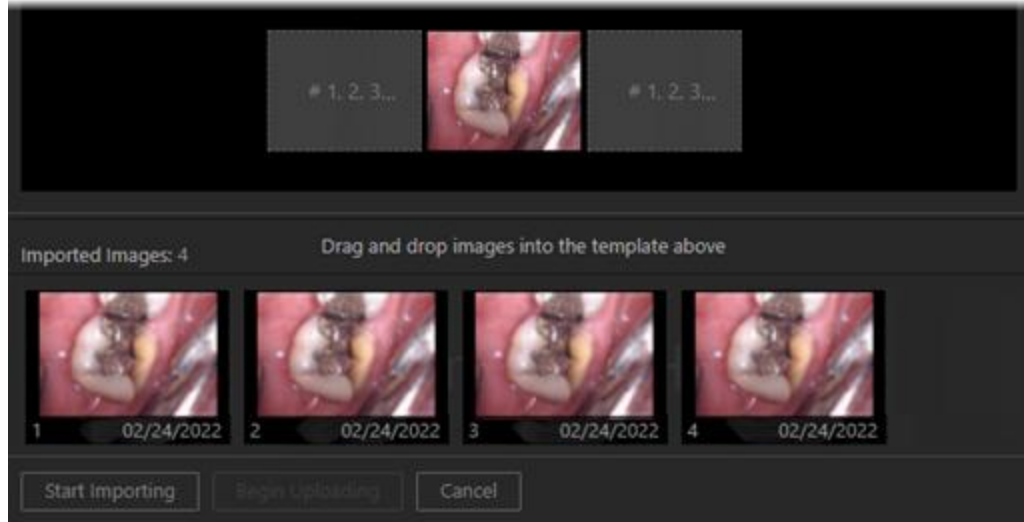
Click one of the following buttons:

- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
 - **Discard Images** - To delete the unassigned images permanently.
 - **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.
- h. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

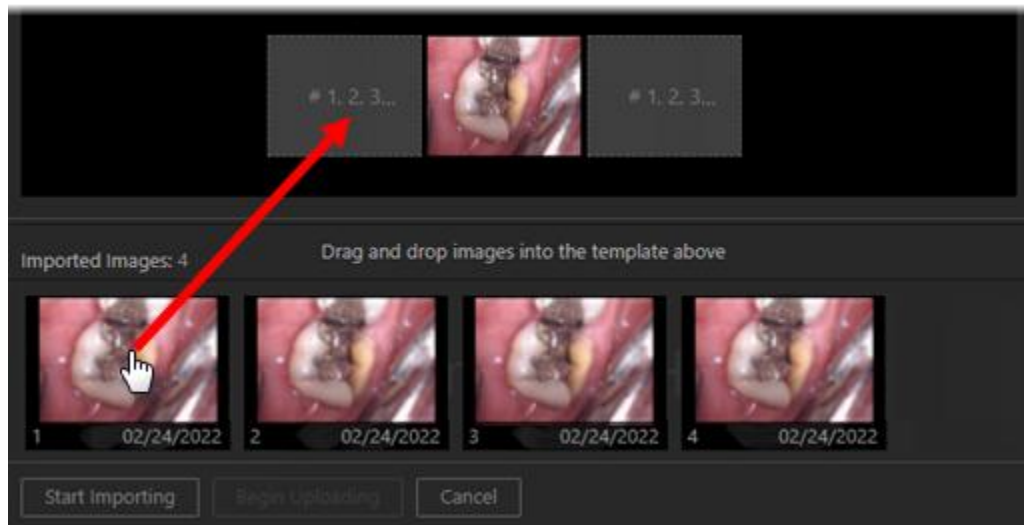
Set of images with a third-party program (TWAIN or bridge)

Do the following:

- a. Use the options in the third-party TWAIN interface or imaging program that opens to get ready to acquire images.
- b. Use the camera to capture images of the patient or the correct areas inside the patient's mouth.
- c. Close the third-party TWAIN interface or imaging program.
The images that you acquired in the third-party imaging program appear as thumbnail images on the panel at the bottom of the Imaging program.



- d. One at a time, drag the thumbnail images from the panel to the correct boxes of the template.



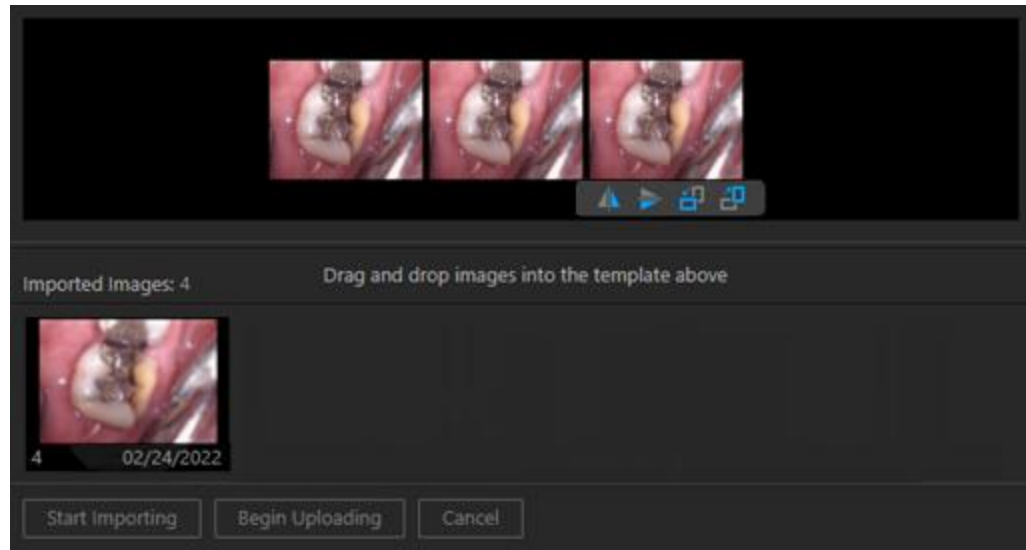
- e. As needed, do any of the following:
- To stack multiple images in one template slot, drag either a thumbnail image from the panel at the bottom or an image from a template slot to a template slot that already has an image assigned. That image is put on the top of the image stack for that template slot (but you can choose a different image to be on top).
 - To choose the top image for a template slot with multiple images, navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed. The image that is visible in the stack when you click (or tap) **Begin Uploading** will be set as the top image of the stack.



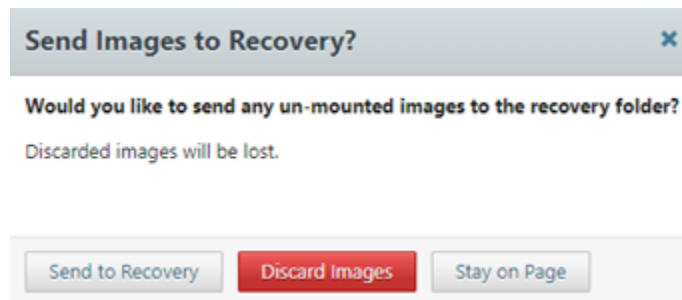
- To change the orientation of an image in the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



- To remove an image from the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), and then drag the image back to the panel at the bottom.
- f. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



- g. If not all thumbnail images have been mounted to the template when you click (or tap) **Begin Uploading** or **Cancel**, a message appears, stating that unassigned images will not be saved to the patient's record.



Click one of the following buttons:

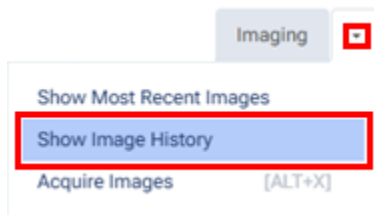
- **Send to Recovery** - To save the unassigned images. You can assign them to the patient later using the existing functionality for recovering images.
 - **Discard Images** - To delete the unassigned images permanently.
 - **Stay on Page** - To return to where you were so you can assign unassigned images or make other changes.
- h. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Retaking images

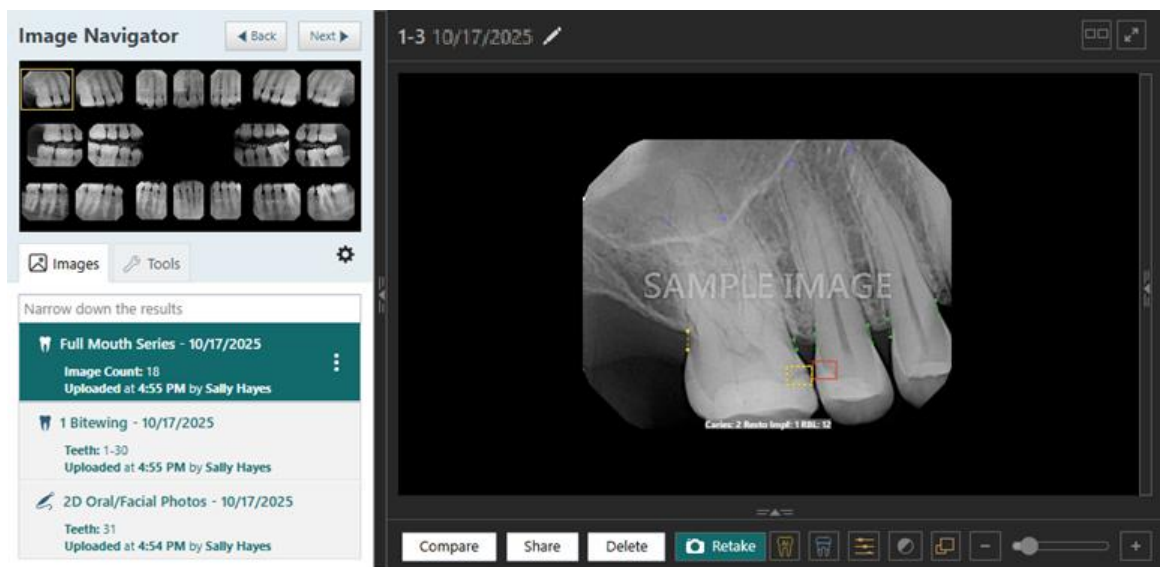
You can retake the image in an exam with a single image, or you can retake one or more of the images in an exam with a series of images.

To retake images

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



The patient's imaging page opens to the history view, and the most recent exam is selected by default on the **Images** tab.

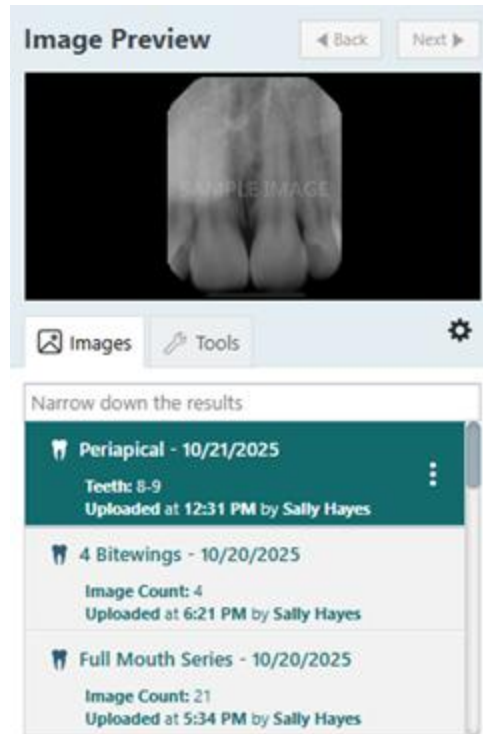


Note: These steps apply to the Exam view only. If you are using the Modality view, before you can proceed, you must switch to the Exam view.

3. Do one of the following:

Retake the image in an exam with a single image:

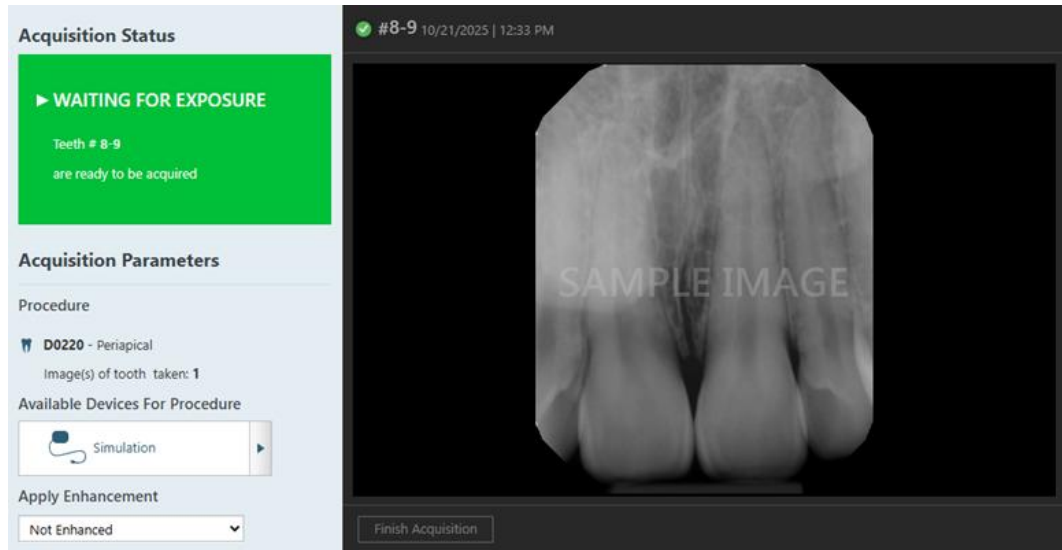
- a. Select an exam with a single image.



The image appears in the viewing area.



- b. Click (or tap) **Retake**.
- c. When the X-ray sensor becomes ready for exposure, acquire the image.



The **Select Image** dialog box appears. The recaptured image appears on the left under **New Image**. The existing image appears on the right under **Old Image**.



- d. Either leave the **Delete rejected image** checkbox clear to have the rejected image be hidden when you choose one of the "Keep" options, or select the checkbox to have the rejected image be deleted when you choose one of the "Keep" options.
- e. Click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.

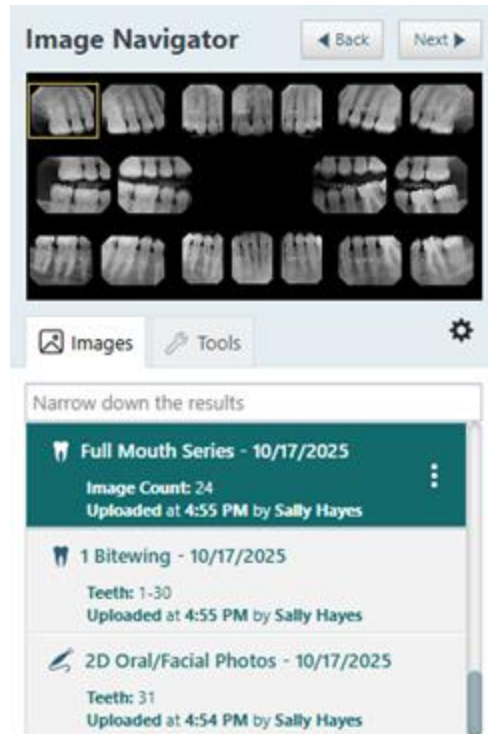
The original or recaptured image appears in the viewing area.



- f. To retake the image again, click (or tap) **Retake**. Then, repeat steps c-e.
- g. Click (or tap) **Finish Acquisition**.
- h. If the image fails to upload, a message appears and provides the option for you to recover the image. Click (or tap) **Recover Images** to begin the recovery process.

Retake one or more images in an exam with a series of images:

- a. Select an exam with a series of images (such as a full mouth series or bitewings).



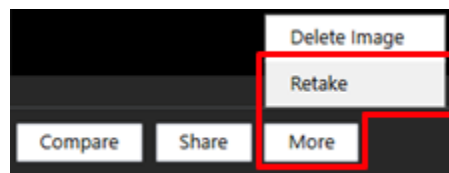
- b. Under **Image Navigator**, click (or tap) the image that you want to retake.



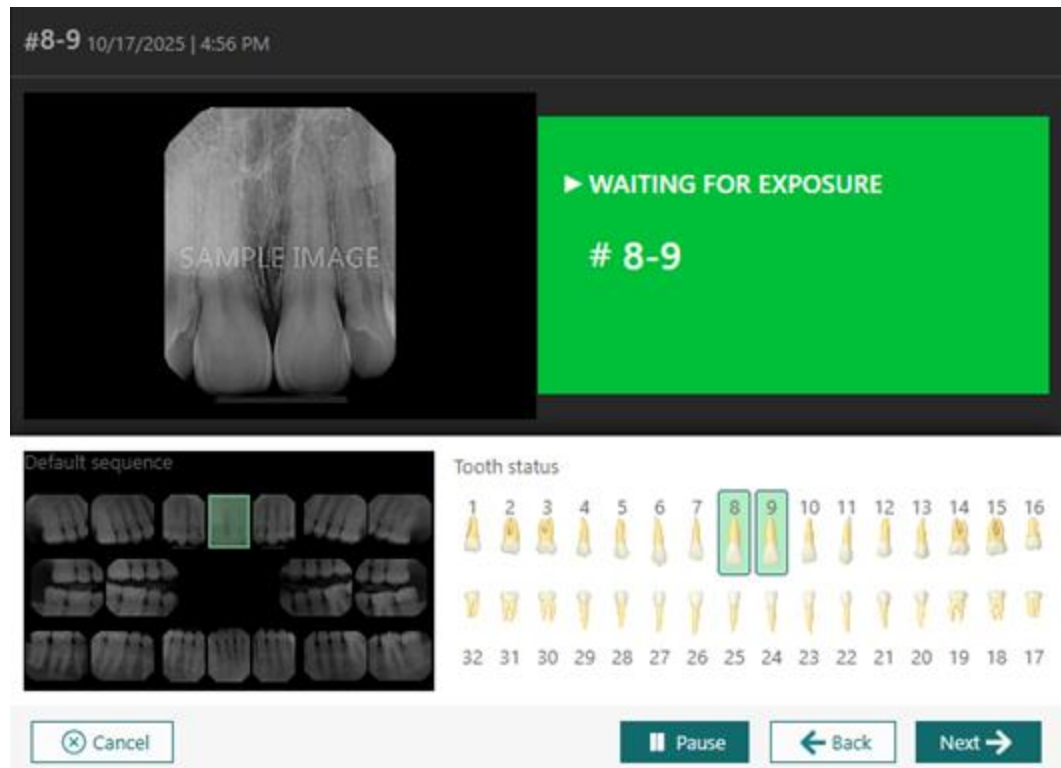
The selected image appears in the viewing area.



- c. Either click (or tap) **Retake**, or select the **Retake** option on the **More** menu.



- d. When the X-ray sensor becomes ready for exposure, acquire the image.



Note: The applicable step in the acquisition sequence for the template is selected automatically.

The **Select Image** dialog box appears. The recaptured image appears on the left under **New Image**. The existing image appears on the right under **Old Image**.

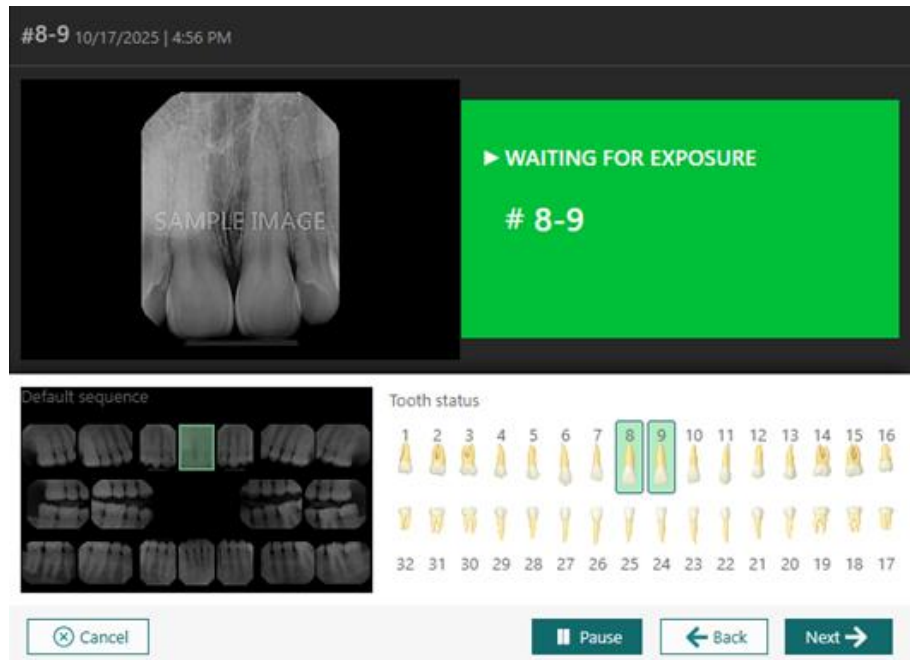


- e. Either leave the **Delete rejected image** checkbox selected to have the rejected image be deleted when you choose one of the "Keep" options, or clear the checkbox to have the rejected image be hidden when you choose one of the "Keep" options.
- f. Click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.

The original or recaptured image appears in the viewing area.



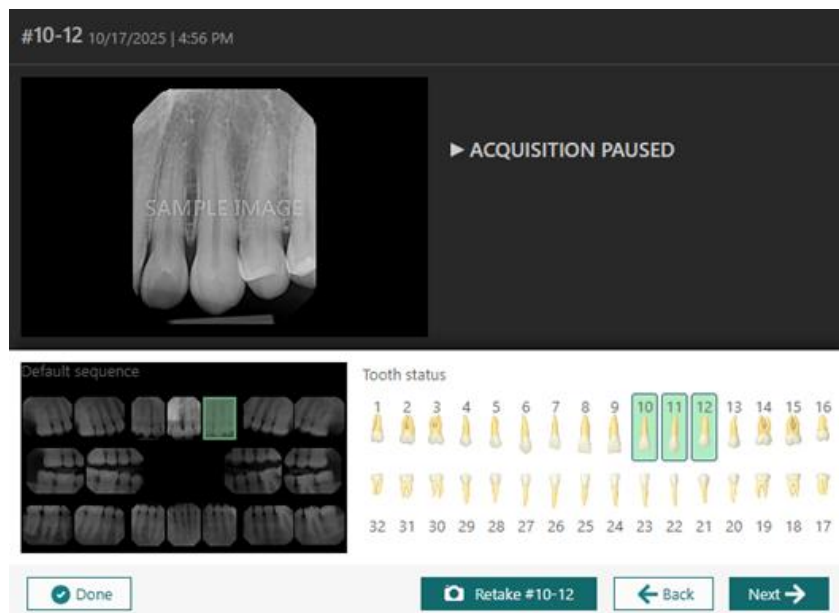
- g. Do any of the following as needed:
 - To retake the image again, click (or tap) **Retake #[teeth]**. Then, repeat steps d-f.
 - To retake a different image in the series, do the following:
 - i. Click (or tap) **Retake #[teeth]**.
The options for acquiring images in the series appear, and the X-ray sensor becomes ready for exposure.



ii. Without triggering the sensor, navigate to the correct step in the acquisition sequence for the template by doing one of the following:

- Click (or tap) **Back** or **Next** as needed to navigate to the correct step in the acquisition sequence for the template.
- Click (or tap) the correct step in the acquisition sequence for the template.

The acquisition is paused automatically.



- iii. With the correct step in the acquisition sequence for the template selected, click (or tap) **Retake #[teeth]**.
- iv. When the X-ray sensor becomes ready for exposure, acquire the image.
The **Select Image** dialog box appears.



- v. Either leave the **Delete rejected image** checkbox selected to have the rejected image be deleted when you choose one of the "Keep" options, or clear the checkbox to have the rejected image be hidden when you choose one of the "Keep" options.
- vi. Click (or tap) either **Keep New** to keep the recaptured image and put it on the top of the image stack for the template slot or **Keep Old** to keep the existing image and leave it on the top of the image stack for the template slot.
The original or recaptured image appears in the viewing area.



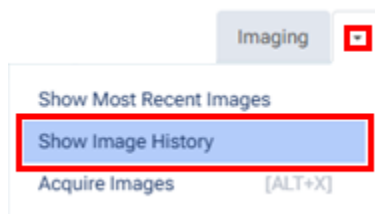
- h. Click (or tap) **Done**.
- i. If any images fail to upload, a message appears and provides the option for you to recover the images. Click (or tap) **Recover Images** to begin the recovery process.

Recovering images

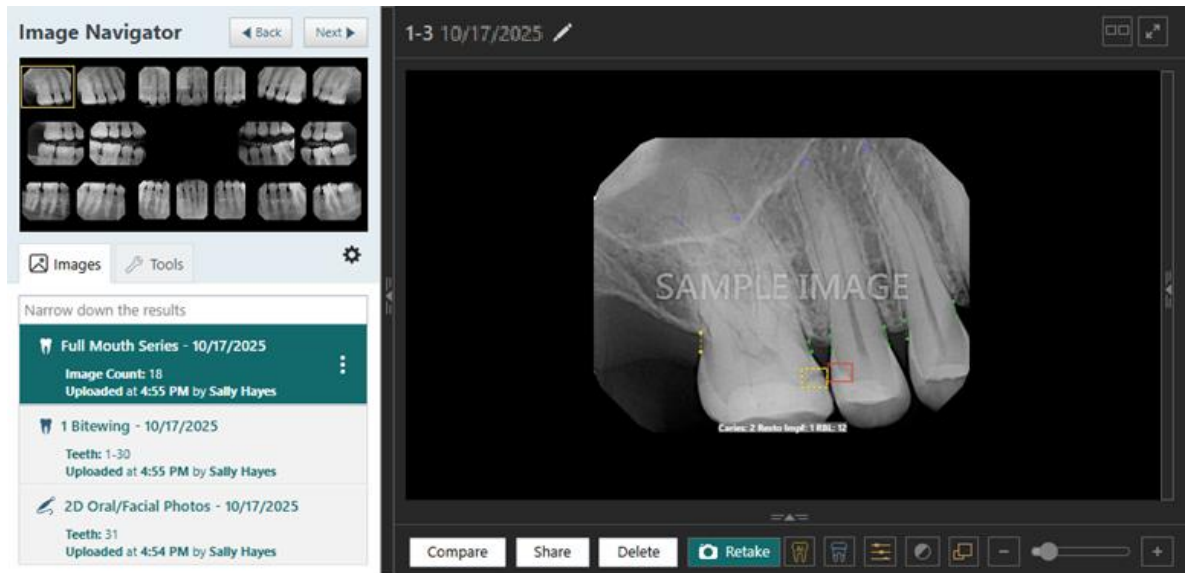
If an individual image or any images in a set did not get uploaded to the server, you can recover those images from the computer where those images were acquired.

To recover images

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

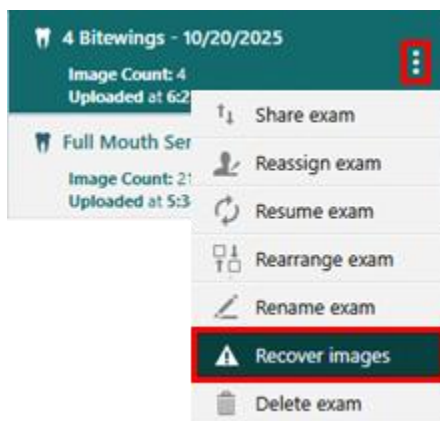


The patient's imaging page opens to the history view. The most recent image, series (such as a full mouth series or bitewings), or set of photos (which was acquired using a custom imaging procedure) is selected by default on the **Images** tab.



Note: These steps apply to the Exam view only. If you are using the Modality view, before you can proceed, you must switch to the Exam view.

3. Select an image or a series (such as a full mouth series or bitewings).
4. On the corresponding options menu, select **Recover images**.



The options for recovering images appear.

Acquisition Status

► **READY TO START**

Make sure all is ready for recovery and click the Start Recovery button.

Acquisition Parameters

Procedure

 **D0274** - Bitewing Four Images

Available Devices For Procedure

 Recovery

►

Recover Images From:

Timeframe

The Past Two Days

Category

Current Image Category

Patient

Current Patient

 **SAMPLE IMAGE**

3, 4, 5, 28, 29, 30

12, 13, 14, 19, 20, 21

 **SAMPLE IMAGE**

Recovered Images: 0

Start Recovery

Cancel

5. Under **Recover Images From**, set up the following filters:
 - **Timeframe** - Select **The past Two Days** or **All Time**.
 - **Category** - Select **Current Image Category** or **All Image Categories**.
 - **Patients** - Select **Current Patient** or **All Patients**.
6. Click (or tap) **Start Recovery**.
The images that can be recovered appear in the panel at the bottom of the page.



7. One at a time, drag the correct thumbnail images from the panel to the applicable boxes of the template. For intraoral or extraoral photos, you can select multiple thumbnail images on the panel and then drag them together.



8. Do any of the following as needed:

- To stack multiple images in one template slot, drag either a thumbnail image from the panel at the bottom or an image from a template slot to a template slot that already has an image assigned. That image is put on the top of the image stack for that template slot (but you can choose a different image to be on top).
- To choose the top image for a template slot with multiple images, navigate between the images in the stack by clicking (or tapping) the corresponding **Next** or **Previous** button as needed. The image that is visible in the stack when you click (or tap) **Begin Uploading** will be set as the top image of the stack.



- To change the orientation of an image in the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**,

Flip Vertical, Rotate Counterclockwise (90 degrees), and/or Rotate Clockwise (90 degrees).



- To remove an image from the template, navigate to the desired image in the stack for a template slot (if multiple images are assigned to that template slot), and then drag the image back to the panel at the bottom.
9. Click (or tap) **Begin Uploading** to save the mounted images to the patient's record.



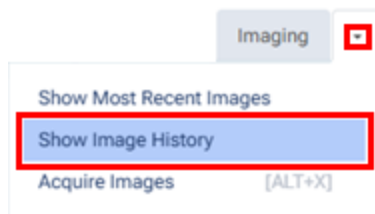
10. Click **Continue**.

Rearranging images in series

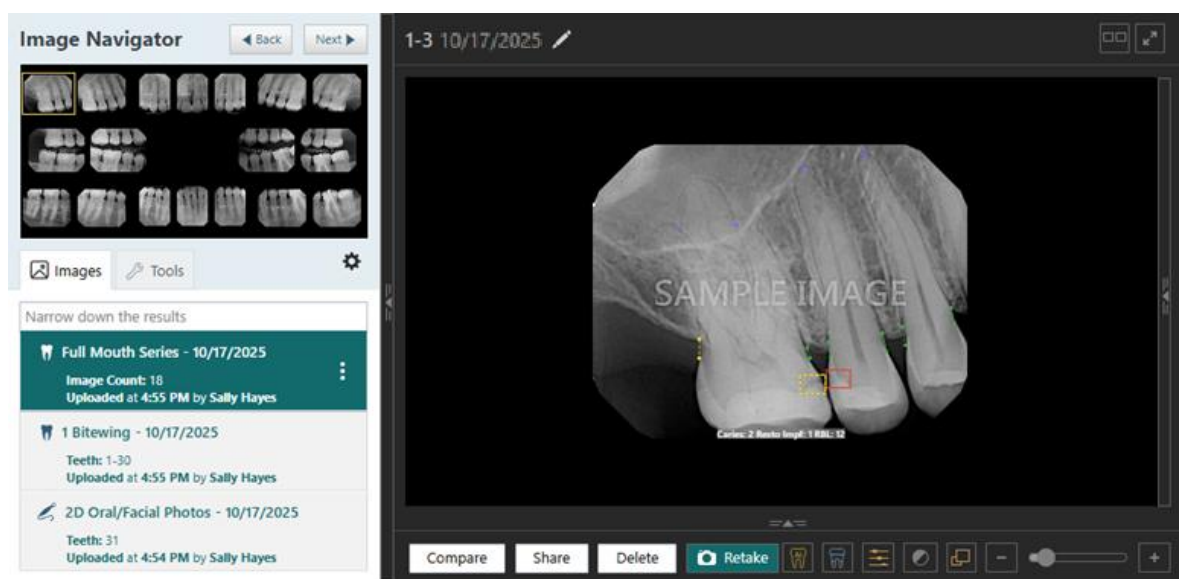
You can rearrange images in a series.

To rearrange images in a series

1. If the correct patient is not already selected, use the **Patient Search** box to access the patients' record
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

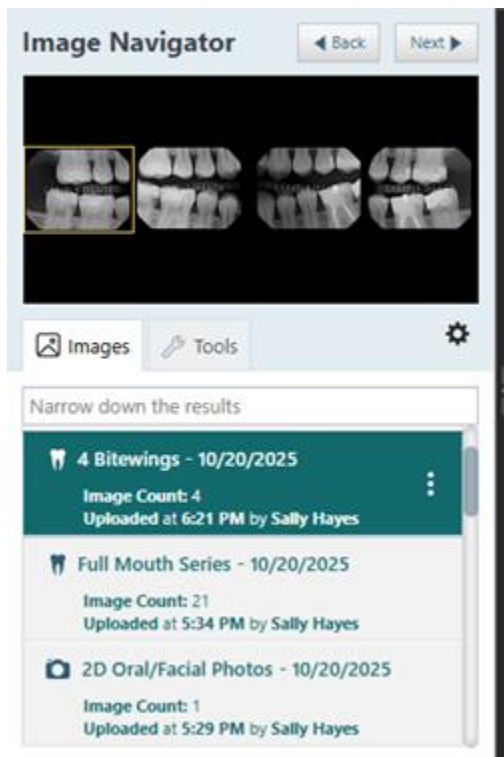


The patient's imaging page opens to the history view. The most recent image, series (such as a full mouth series or bitewings), or set of photos (which was acquired using a custom imaging procedure) is selected by default on the **Images** tab.



Note: These steps apply to the Exam view only. If you are using the Modality view, before you can proceed, you must switch to the Exam view.

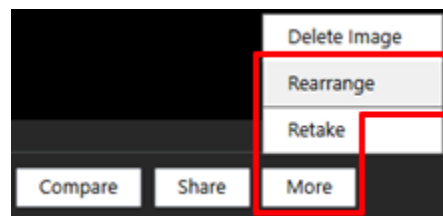
3. Select a series (such as a full mouth series or bitewings).



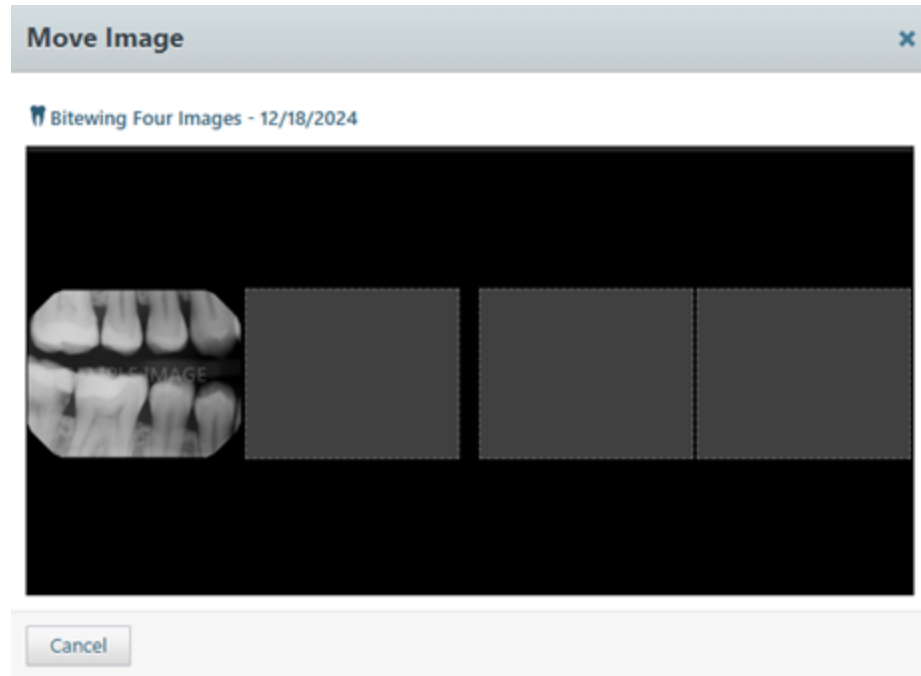
4. Do any of the following as needed:
- To move one image in a stack to another slot of the template, do the following:
 - a. Under **Image Navigator**, click (or tap) the applicable image of the series if it is not already selected.
 - b. If the template slot has multiple images assigned, to view an image other than the top image of the stack, do any of the following as needed:
 - At the top of the viewing area, click (or tap) the **Previous** or **Next** button **Image: 2 of 3** ◀ ▶ ◻ ◻ as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
- Note:** If the panel is collapsed, click (or tap) the handle ◻◻◻ to expand the panel.



- c. Click (or tap) **Rearrange**, or select the **Rearrange** option on the **More** menu. The button or menu option is available only if the template slot has multiple images assigned.



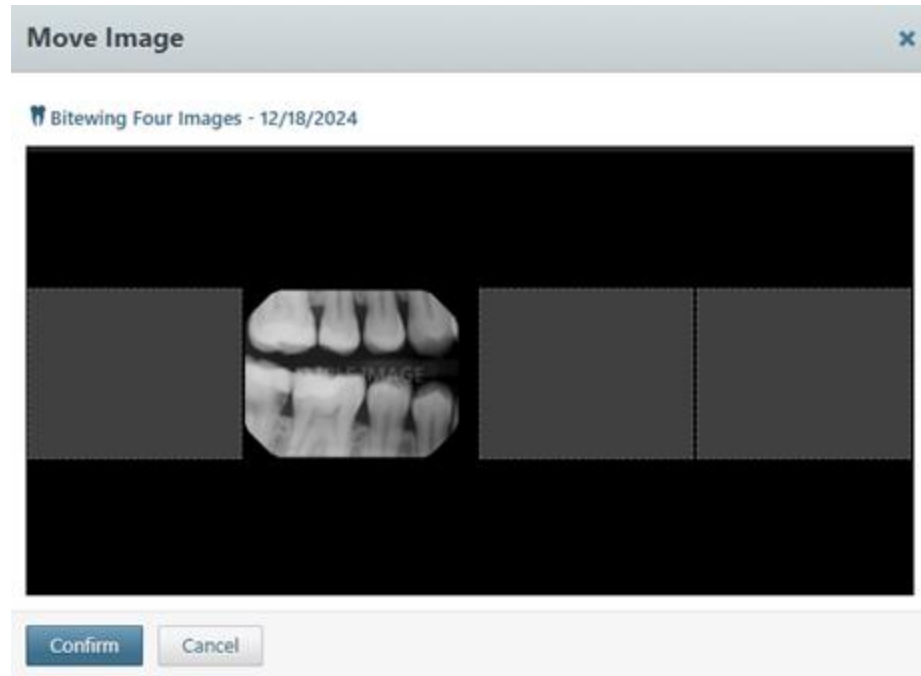
The **Move Image** dialog box appears.



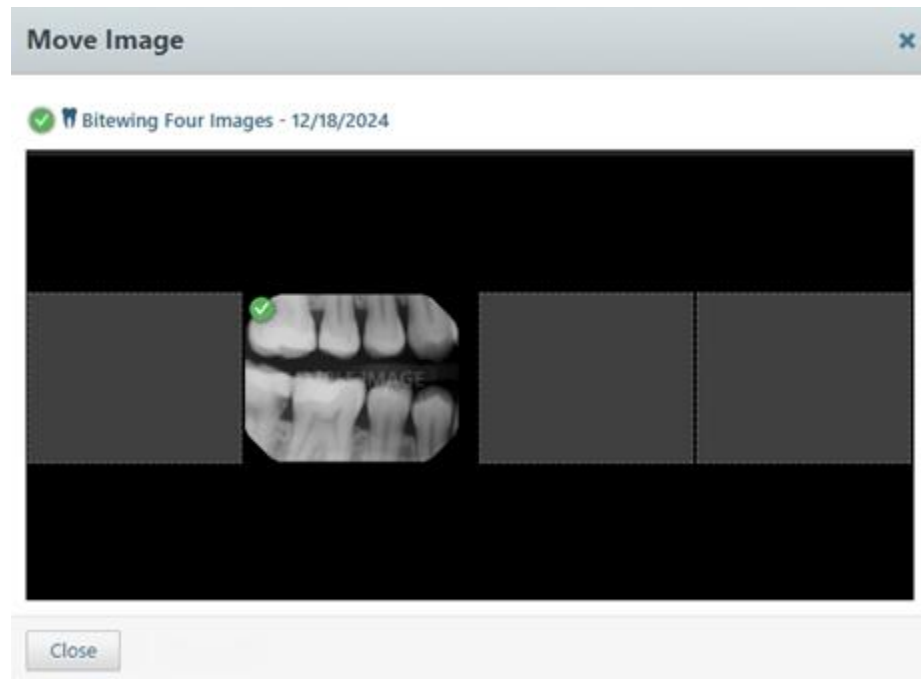
- d. Do any of the following as needed:
- To move an image to another slot in the template, drag the image to the desired slot. If the destination slot already has an image assigned, the image you have moved will become the top one in the stack for the destination slot and will be selected by default.
 - To change the orientation of the image in the template, select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



When you have moved, or changed the orientation of, the image, the **Confirm** button becomes available.



- e. When you have finished moving the image, click (or tap) **Confirm**. The changes are saved.

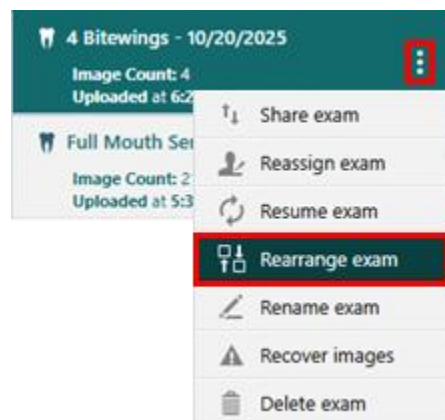


- f. Click (or tap) **Close**.
- To rearrange multiple images, do the following:
 - a. If any template slots for the selected series have multiple images assigned, to change which images in those stacks are displayed so they can be rearranged, do the following:

- i. Under **Image Navigator**, click (or tap) an image of the series.
- ii. If the template slot has multiple images assigned, to view an image other than the top image of the stack, do any of the following as needed:
 - At the top of the viewing area, click (or tap) the **Previous** or **Next** button **Image: 2 of 3**     as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
Note: If the panel is collapsed, click (or tap) the handle  to expand the panel.



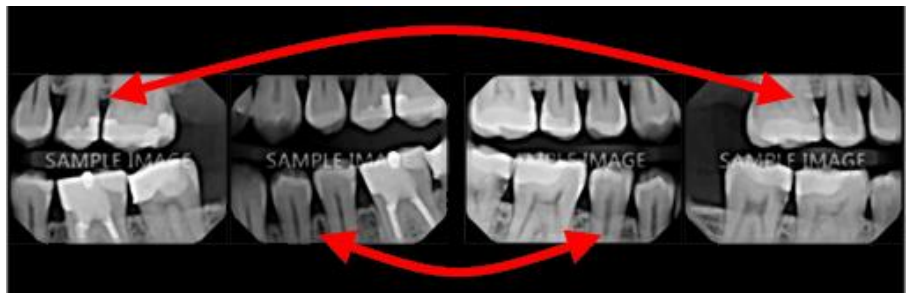
- iii. Repeat steps i-ii as needed for other template slots.
- b. On the selected series's options menu, select **Rearrange exam**.



The **Rearrange Exam** dialog box appears.



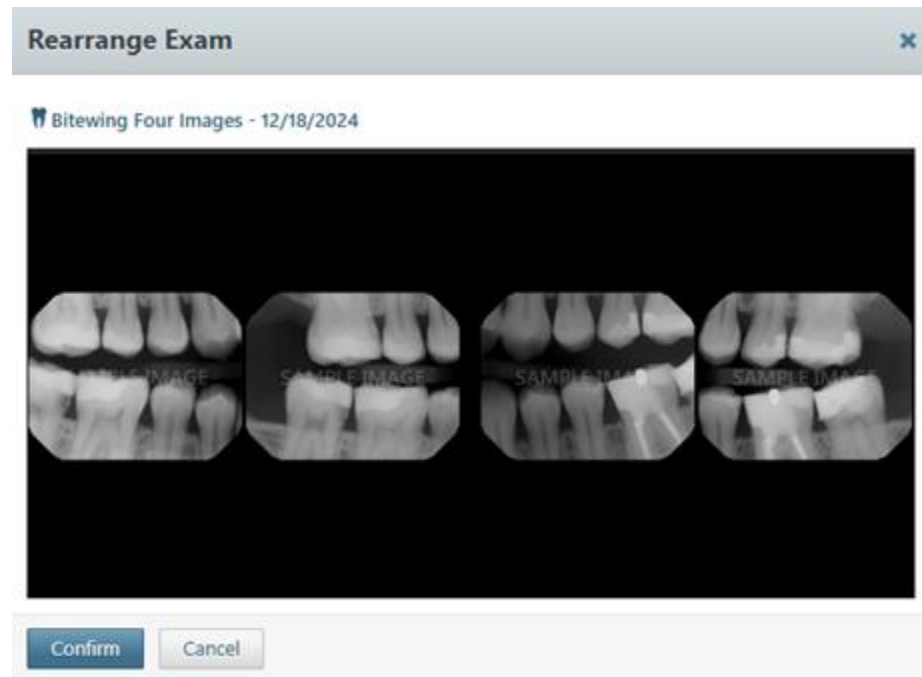
- c. Do any of the following as needed:
- To swap two images in the template, drag one of the images to the box with another image.



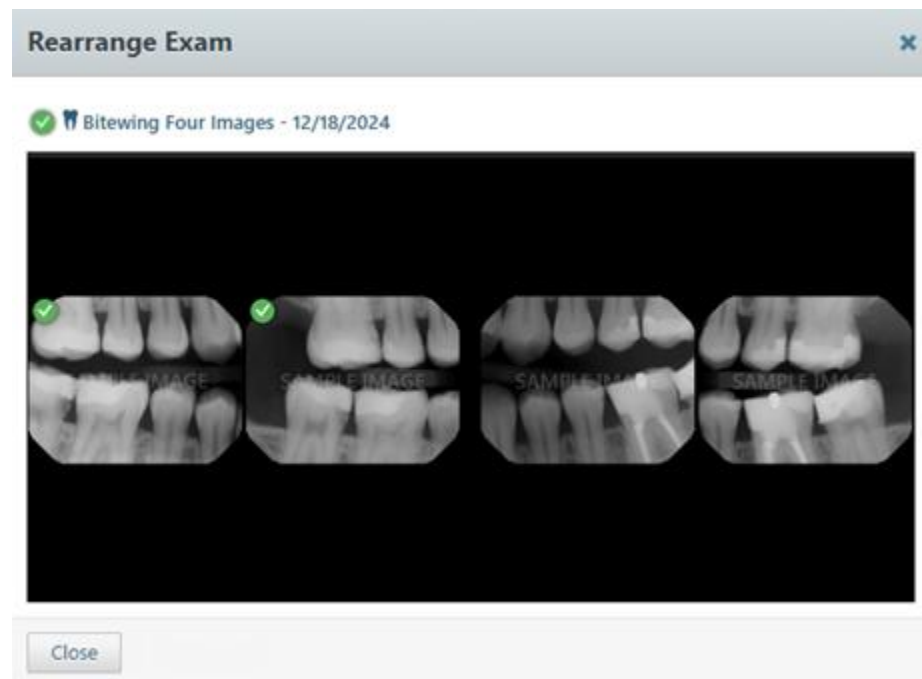
- To move an image to an empty box in the template, drag the image to the desired box.
- To change the orientation of an image in the template, select the image to view the toolbar, and then click (or tap) any of the available buttons as needed: **Flip Horizontal**, **Flip Vertical**, **Rotate Counterclockwise** (90 degrees), and/or **Rotate Clockwise** (90 degrees).



When you have moved, or changed the orientation of, at least one image, the **Confirm** button becomes available.



- d. When you have finished rearranging the images, click (or tap) **Confirm**.
The changes are saved.



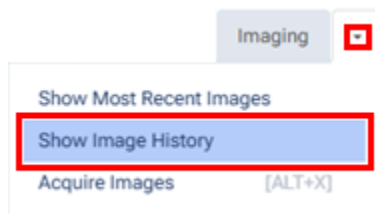
- e. Click (or tap) **Close**.

Renaming imaging acquisitions

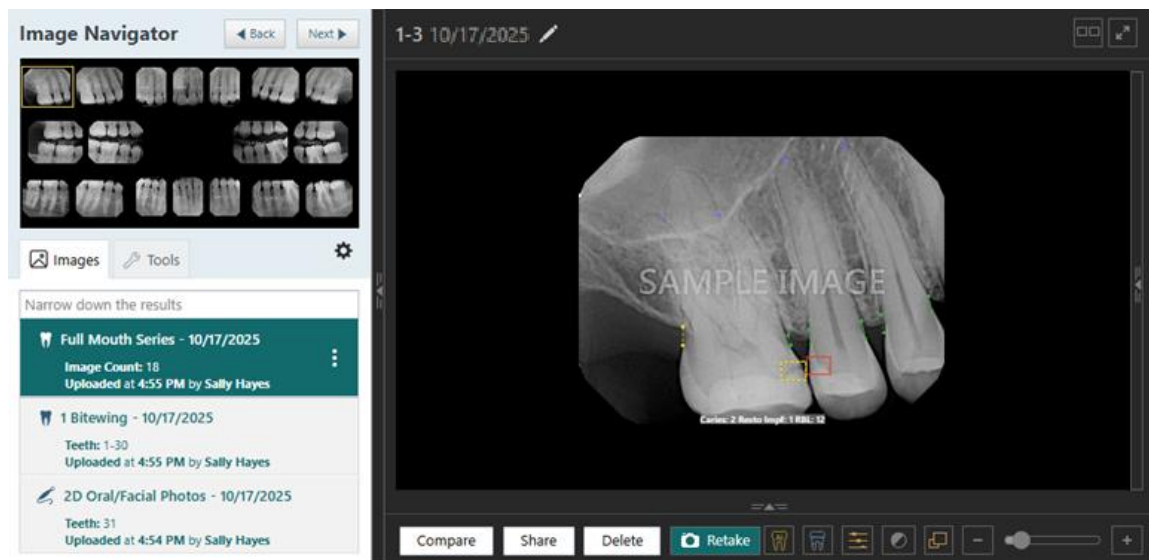
You can rename an acquired image or series as needed.

To rename an acquired image or series

1. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



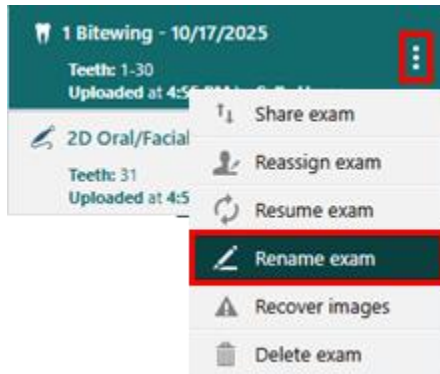
The patient's imaging page opens to the history view. The most recent image, series (such as a full mouth series or bitewings), or set of photos (which was acquired using a custom imaging procedure) is selected by default on the **Images** tab.



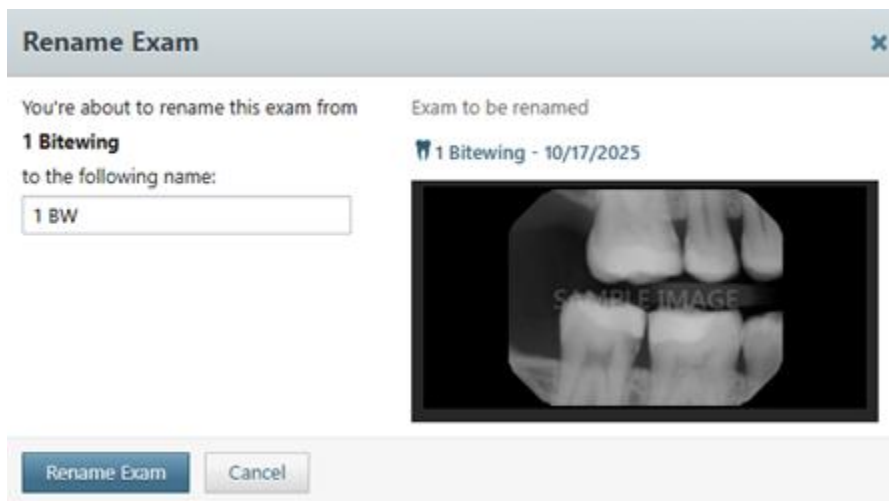
Note: These steps apply to the Exam view only. If you are using the Modality view, before you can proceed, you must switch to the Exam view.

3. Select an image or series (such as a full mouth series or bitewings).

4. On the corresponding options menu, select **Rename exam**.



The **Rename Exam** dialog box appears.



5. In the box provided, enter a new name for the acquired image or series.
6. Either press Enter, or click (or tap) **Rename Exam**.

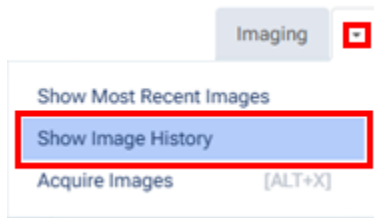
Changing acquisition dates of images

You can change the acquisition date of an imported image or series as needed. For example, if you receive image files from a referring dentist, third party, or new patient and then import those images into Imaging, you may need to change the date of the images to reflect the date that they were acquired originally instead of when you imported them.

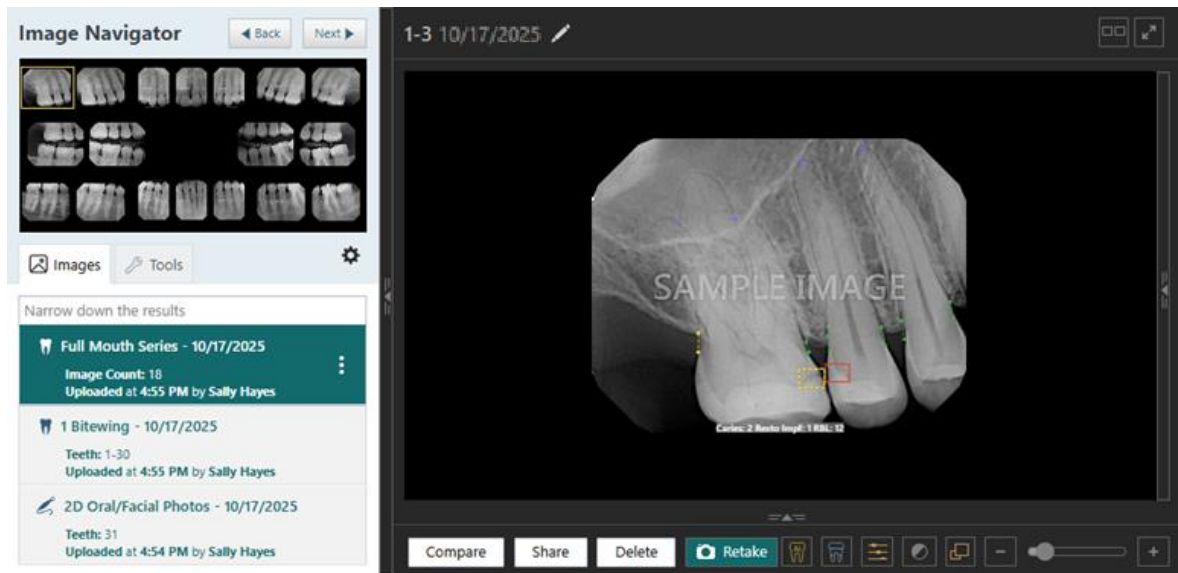
To change the acquisition date of an image or series

1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

2. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

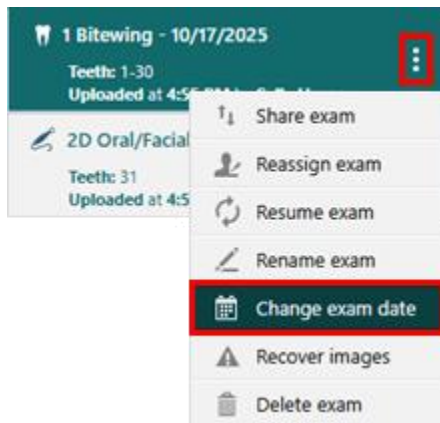


The patient's imaging page opens to the history view. The most recent image, series (such as a full mouth series or bitewings), or set of photos (which was acquired using a custom imaging procedure) is selected by default on the **Images** tab.

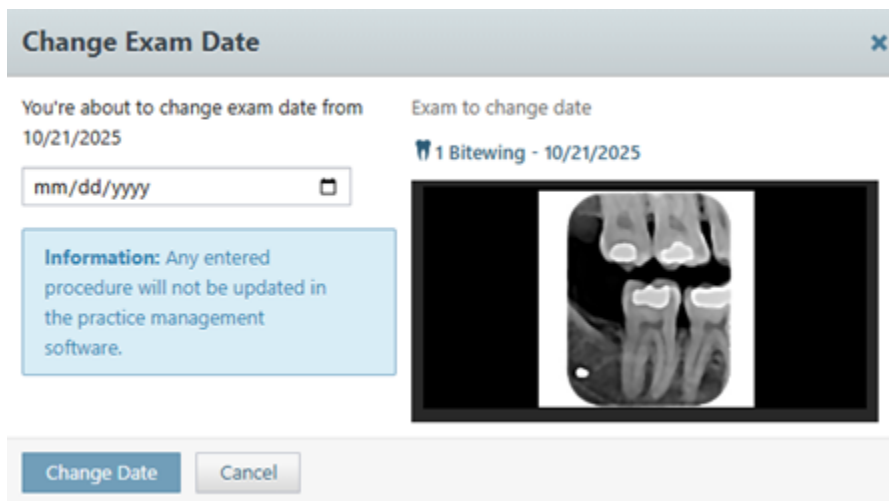


Note: These steps apply to the Exam view only. If you are using the Modality view, before you can proceed, you must switch to the Exam view.

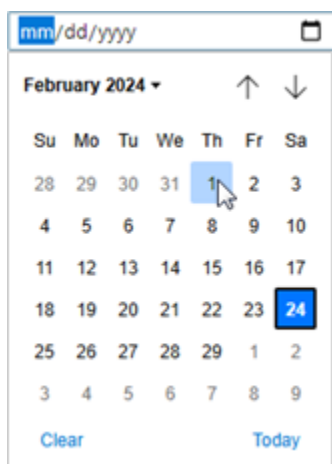
3. Select an image or series (such as a full mouth series or bitewings).
4. On the corresponding options menu, select **Change exam date**. This option is available only if the image or series was imported.



The **Change Exam Date** dialog box appears.



5. In the box provided, enter the correct date (in a mm/dd/yyyy format) for the exam. Or, click (or tap) the calendar icon to select the correct date from the calendar that appears.



Change Exam Date

You're about to change exam date from 10/21/2025

Information: Any entered procedure will not be updated in the practice management software.

Change Date

Cancel

Exam to change date

1 Bitewing - 10/21/2025

6. Click (or tap) **Change Date**.

Assigning tooth numbers to images

After you acquire an individual image or a series or set of images, you can assign tooth numbers to the images or change the tooth numbers that are assigned to the images as needed.

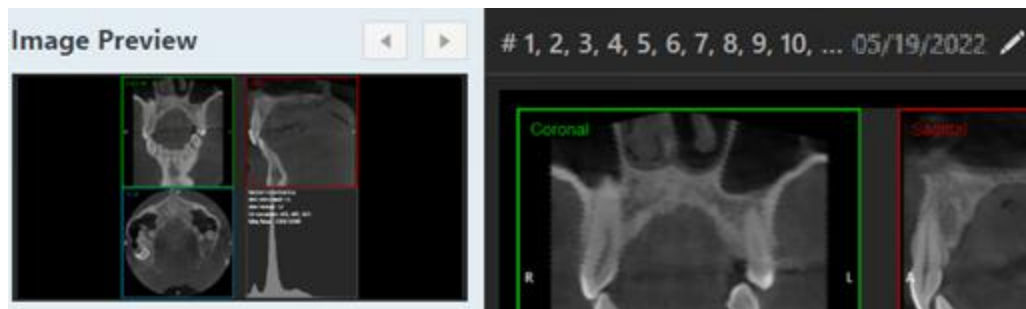
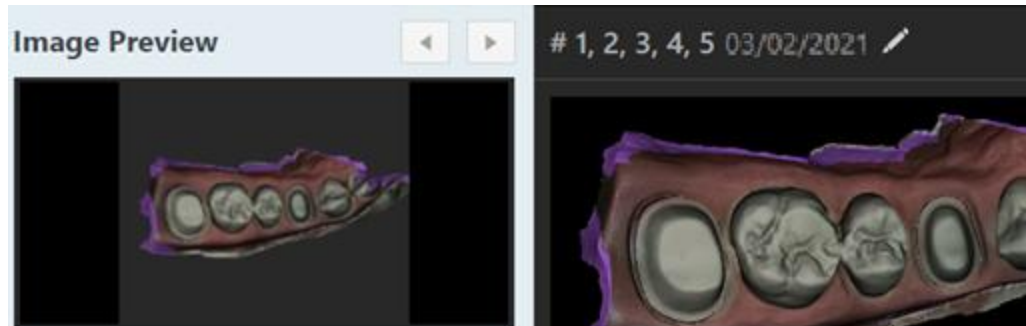
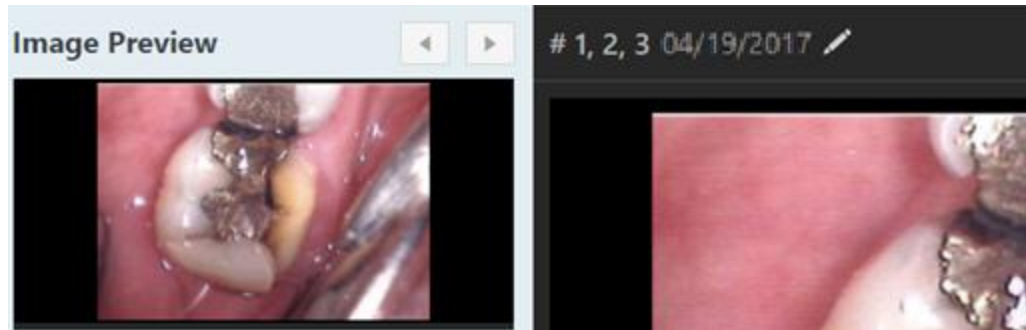
To assign or change tooth numbers for images

- Do one of the following:
 - Access a patient's image history, and view an intraoral X-ray, an intraoral photo, a CAD/CAM scan, a 3D volume, or a 2D snapshot of a 3D volume.
 - Acquire an individual or series of intraoral X-rays, an individual set of intraoral photos, a CAD/CAM scan, or a 3D volume or snapshot.

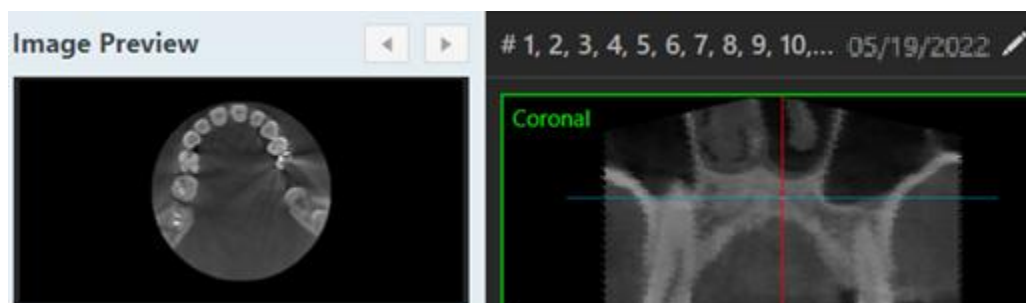
One of the following occurs:

- For an individual intraoral X-ray, individual intraoral photo, CAD/CAM scan, or 3D snapshot, under **Image Preview**, there is only one thumbnail image. A larger version of the image appears in the viewing area.

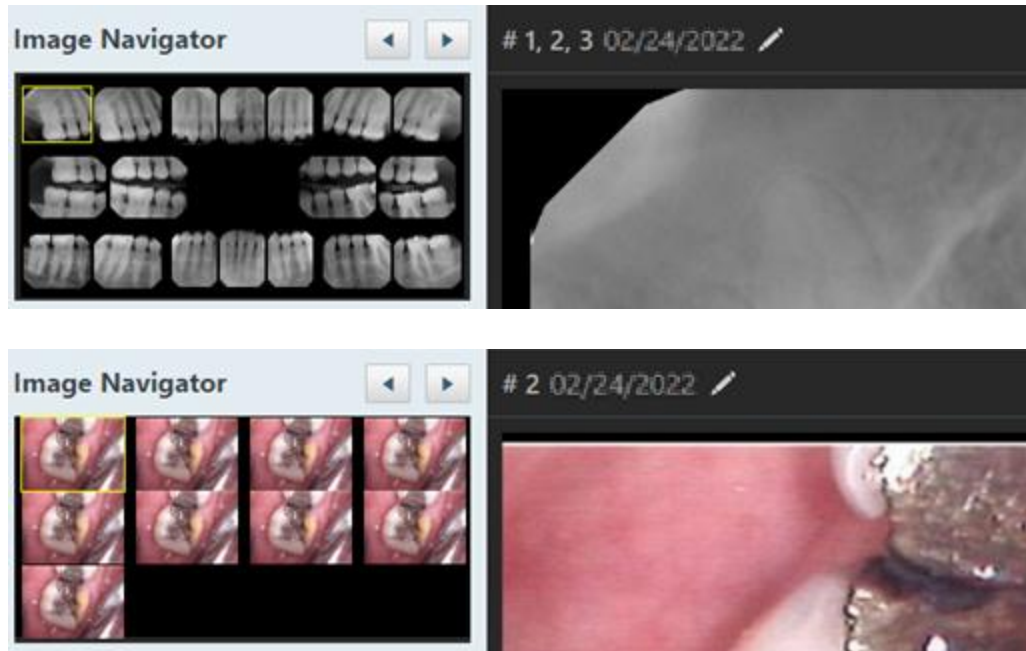




- For a 3D volume, under **Image Preview**, there is a thumbnail image of an axial slice of the volume. The **Coronal**, **Sagittal**, and **Axial** views of the volume appear in the viewing area.



- For a series of intraoral X-rays or a set of intraoral photos, under **Image Navigator**, there are multiple thumbnail images. A larger version of the selected image (as indicated by the yellow box around the thumbnail) appears in the viewing area.



2. If you are viewing a series of intraoral X-rays or a set of intraoral photos, under **Image Navigator**, click (or tap) the thumbnail image that corresponds to the image for which you want to assign or change tooth numbers; otherwise, skip this step.
3. Click the **Edit** button . The **Assign Tooth Numbers** dialog box appears.



4. To change dentition, click (or tap) the **Toggle primary/permanent** link to show a tooth chart and the dentition buttons, select the applicable teeth, and then click (or tap) the **Permanent** or **Primary** button. Repeat this process as needed to

change the dentition of other teeth. Then, click (or tap) the **Back to assignment** link.



5. Select the correct tooth numbers.
6. Click (or tap) **Assign Teeth**.
7. If you are viewing a series of intraoral X-rays or a set of intraoral photos, repeat steps 2-6 as needed to assign or change tooth numbers for other images.

Viewing images

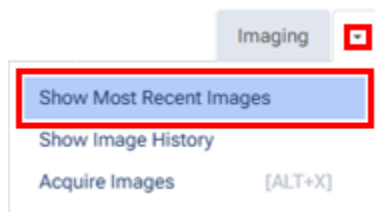
You can view the recent images and the image history for a patient. You can quickly determine which teeth have images and view images for selected teeth. You can also hide and show the navigation panel and view image details as needed.

Viewing recent images

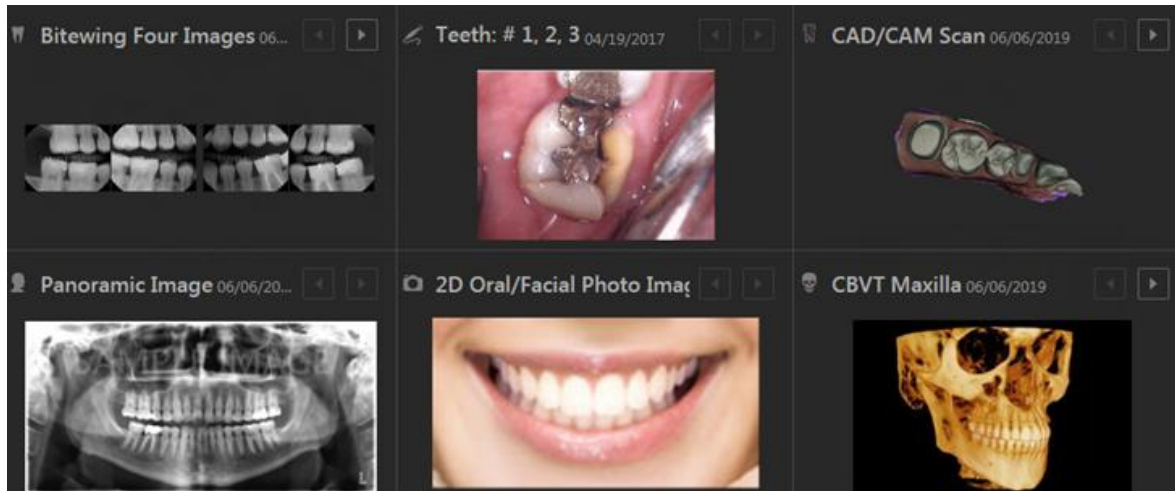
You can view a patient's most recent images by category. This is the default view when you select the **Imaging** tab of the patient's clinical record.

To view a patient's recent images

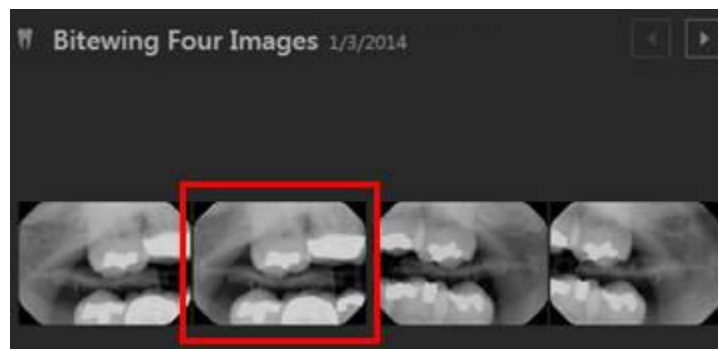
1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, or **Tx Planner**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.



The patient's recent images appear.



4. In any of the boxes, which correspond to categories (intraoral X-rays, intraoral photos, extraoral photos, extraoral X-rays, CAD/CAM scans, and 3D volumes), do any of the following:
- Click (or tap) the **Previous** button ◀ to view an image that was acquired prior to the image being displayed currently. This button is available only if there is an older image.
 - If you have navigated to an older image, click (or tap) the **Next** button ▶ to view a more recent image.
 - Click (or tap) the image being displayed currently to view that image larger. The image will open in the image history view. For information about using the image history view, see the "Viewing history" section.
- Note:** If you click (or tap) a specific image of a series (such as a full mouth series or bitewings), that image appears by itself, and you can easily navigate through the other images in that series in the patient's image history view.



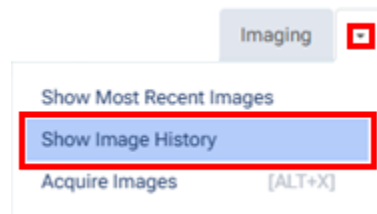
Viewing image history

You can view a patient's entire image history chronologically and quickly navigate between each image. Also, in the history view, you can view individual images larger than you can in the recent images view, and you can process (such as enhance or annotate) an image. For information about using the recent images view, see the

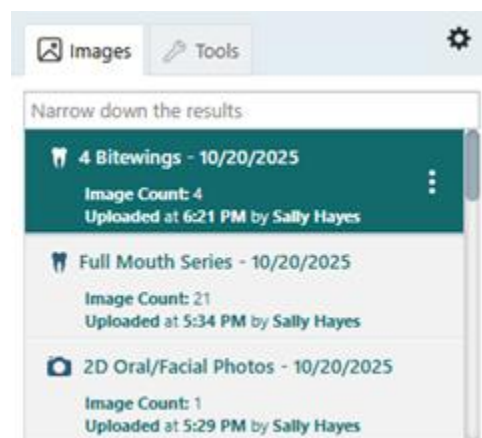
"Viewing recent images" section. For information about processing images, see the "Processing images" section.

To view a patient's image history

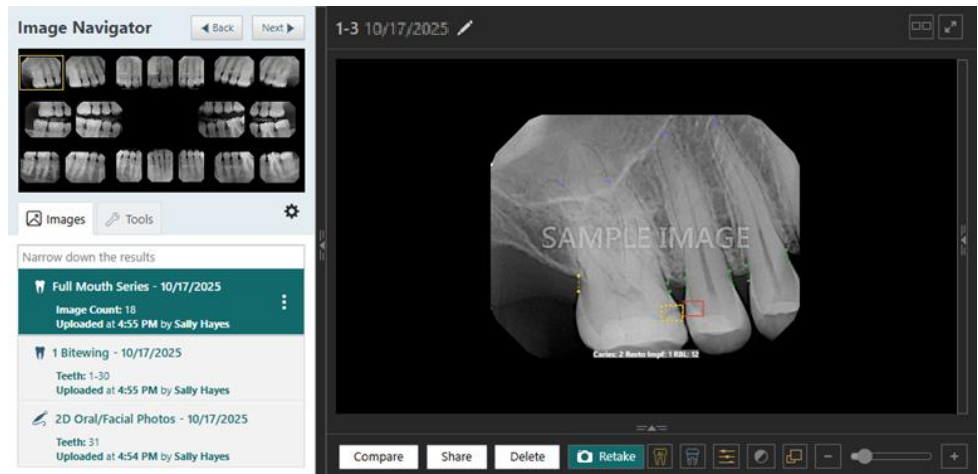
1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. Do one of the following:
 - View the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



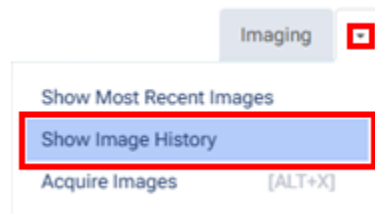
- b. On the **Images** tab, select an exam for an individual image or a series.



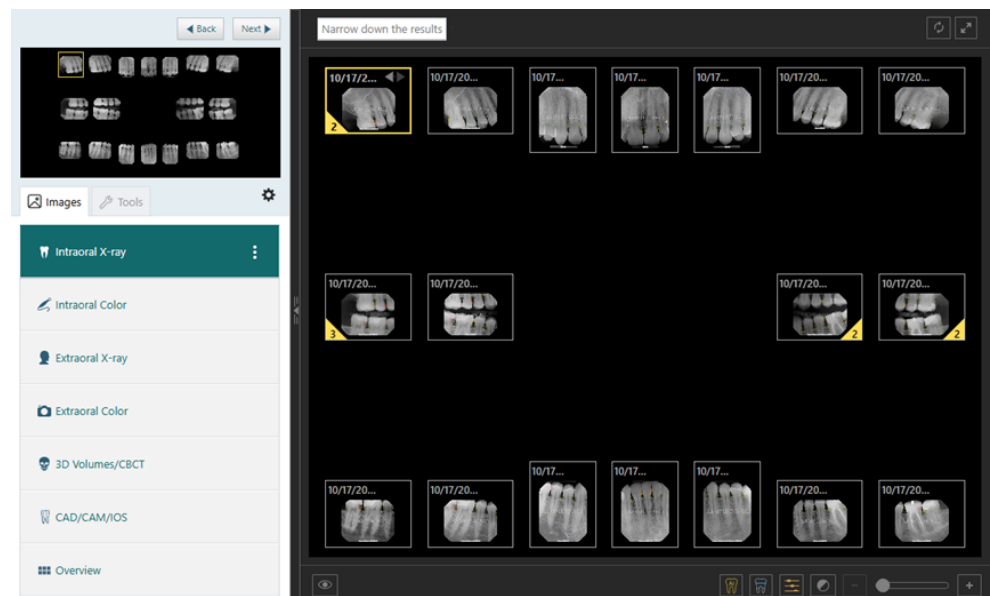
The patient's imaging page opens to the history view. The most recent image, series (such as a full mouth series or bitewings), set of photos (which was acquired using a custom imaging procedure), CAD/CAM scan, or 3D volume is selected by default on the **Images** tab.



- View the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



The patient's imaging page opens, and the **Intraoral X-ray** tab is selected by default.



- b. Select one of the modality tabs to view the corresponding images:
Intraoral X-ray, Intraoral Color, Extraoral X-ray, Extraoral Color, 3D Volumes/CBCT, or CAD/CAM/IOS.
4. If needed, filter the images to display only those that match the criteria that you specify.
 Do the following:

- a. Click (or tap) in the **Narrow down the results** box to view the available filters.
 Exam view:



Modality view:



- b. Set up any of the following filters:
 - **Date** - To view the images according to a different date, select the desired date in the list under **Show images taken on**. To view all images that have been acquired on and after the selected date, select the **All since that day** checkbox. To view the images that were acquired only on the selected date, clear the **All since that day** checkbox.
 - **Show Deleted** - To view deleted images, select this checkbox.
Note: (Exam view only) To help you easily distinguish between deleted and normal images in the list of images, "Deleted - " appears before the name of deleted images and series.
 - **Type** - (Exam view only) To view images in any category (intraoral X-rays, intraoral photos, intraoral photos without tooth numbers

assigned, extraoral X-rays, extraoral photos, CAD/CAM/iOS scans, and 3D volumes), select the **All types** checkbox. To view images in only certain categories, make sure the checkboxes of only those categories are selected; the other checkboxes must be cleared.

- **Teeth:**

- (Exam view only) If the **Intraoral X-ray** and/or **Intraoral photo** checkboxes are selected, to view those types of images for specific teeth, select the desired teeth on the **Tooth Chart**.
- (Modality view only) To view images for specific teeth, select the desired teeth on the **Tooth chart**.

Note: The tooth filter does not apply to intraoral photos that do not have tooth numbers assigned to them, extraoral X-rays (which apply to all teeth), and extraoral photos (which apply to all teeth). To clear all tooth selections, click (or tap) the **Clear selected** link.

- **Show everything** - To set the filter options to their default states and display all the patient's images, including deleted images, click (or tap) the **Show everything** link.

- c. Click (or tap) the **X** in the upper-right corner of or anywhere outside of the **Narrowing Down the Results** menu to close the menu.

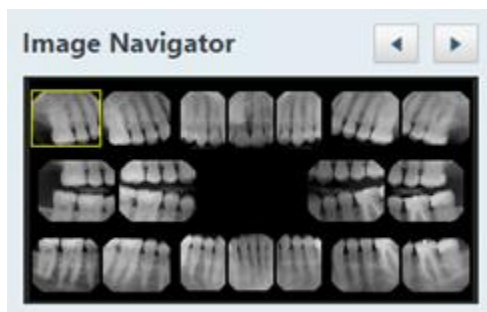
Note: (Exam view only) If you select a series of images, the first image of that series that matches the specified criteria is selected and shown in the viewing area.

5. (Modality view only) To view an image (intraoral or extraoral; X-ray or photo), CAD/CAM scan, or 3D volume, select it (a yellow border appears around it to indicate that it is selected), and then click (or tap) the item again.
6. If the current template slot (for an intraoral X-ray image or an intraoral photo in a custom set) has multiple images assigned, to view an image other than the top image of the stack, do any of the following as needed:
 - At the top of the viewing area, click (or tap) the **Previous** or **Next** button  as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.

Note: If the panel is collapsed, click (or tap) the handle  to expand the panel.

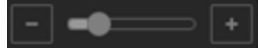


7. If you are viewing a series (such as a full mouth series or bitewings), to navigate between the images of that series, click (or tap) each image of the series under **Image Navigator**. A larger version of the current image (highlighted with a yellow box) in the series appears in the viewing area.

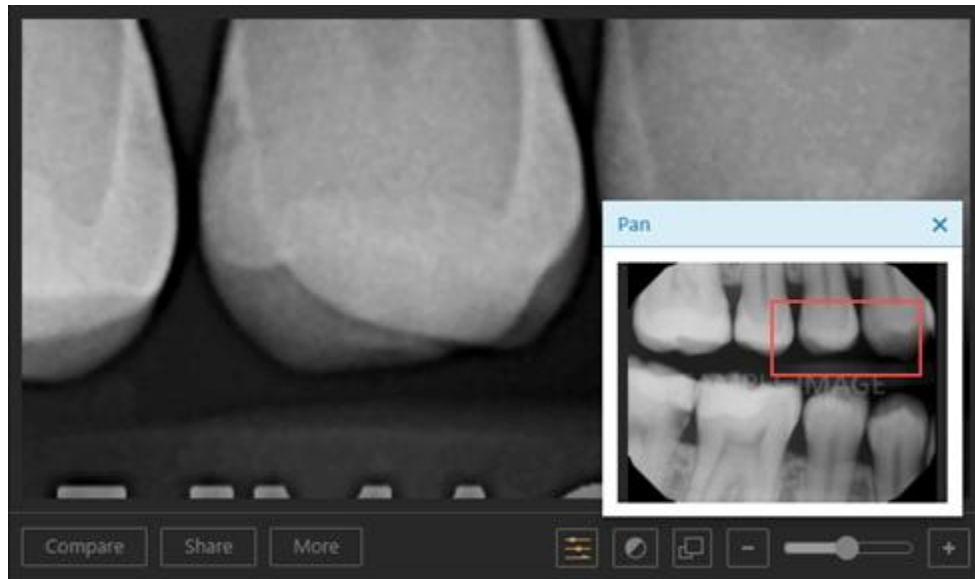


Note: You can also click (or tap) the **Previous** and **Next** buttons   to navigate between the images in the set.

8. While viewing an image (intraoral or extraoral; X-ray or photo), a CAD/CAM scan, or a 3D volume selected, do any of the following:
 - **Zoom in/out** - (For an image, series, or CAD/CAM scan only) To increase the zoom level (zoom in), move the **Zoom** slider to the right. To decrease the zoom level (zoom out), move the slider to the left. If you are using a mouse, you can also zoom in and out by positioning the pointer over the image (the pointer will change to cross hairs) and then rotating the scroll wheel of your mouse.



If you increase the zoom so that the whole image no longer fits in the viewing area, the **Pan** dialog box appears. Drag the red box around on the thumbnail image in the dialog box to display the area within the red box in the main viewing area. Additionally, the **Pan** dialog box automatically hides two seconds after you move your pointer away from the dialog box or click (or tap) elsewhere, and it reappears if you position your pointer or click (or tap) in the lower-right corner of the viewing area where the dialog box had appeared previously.



Note: You can zoom in or out, without having to move your pointer outside of the **Pan** dialog box and use the **Zoom in/out** slider, by using the wheel on your mouse.

- **Quickly resize** - (For an image or series only) By default Imaging displays images as large as it can in the viewing area. This can cause the images from some older devices or programs to look fuzzy or grainy. To view the image smaller and sharper, click (or tap) the **Smaller/Larger** button .

The button becomes orange . To view the image as large as it can be and still all fit in the viewing area, click (or tap) the button again.

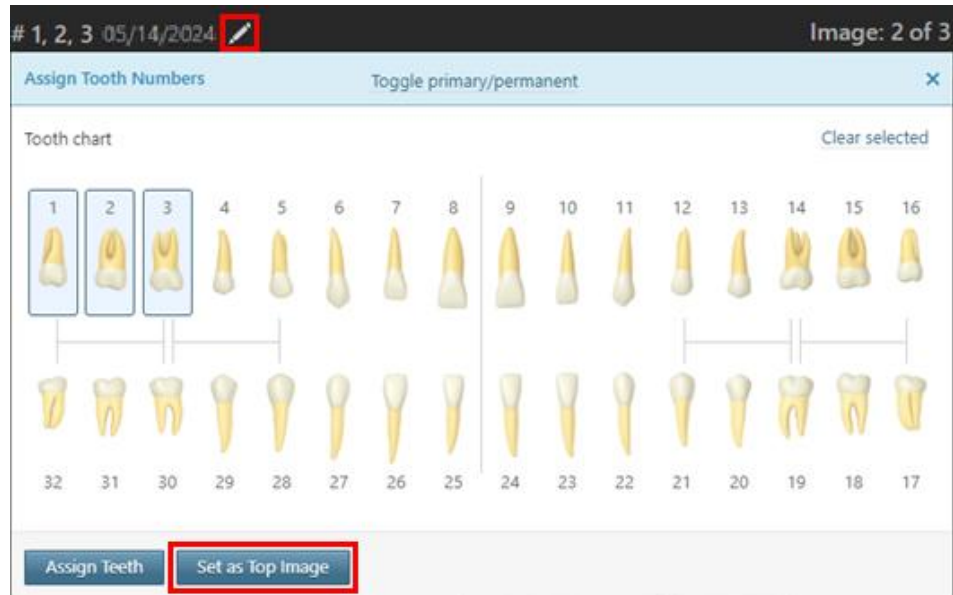
Note: The state of the **Smaller/Larger** button also affects the preview size of images during some acquisitions and the size of images in the **Image Peek** dialog box. The state of the button is stored per computer (or device).

- **View full screen** - To view the image full screen, click (or tap) the **Full Screen** button . To return to the normal view mode, click (or tap) the **Normal Mode** button .

Note: While you are viewing an image in a series in full-screen mode, you can click (tap) the **Previous** (<) and **Next** (>) buttons (or press the left arrow and right arrow keys on your keyboard) to navigate between the images in the series.



- **Set the top image of the stack** - (For an image or series only) If the current template slot has multiple images assigned, you are viewing an image other than the top image of the stack, and you want to move that image to the top of the stack, click the **Edit** button  to view the **Assign Tooth Numbers** dialog box, and then click (or tap) **Set as Top Image**.



Notes:

- The **Set as Top Image** button is not available if you are viewing the top image or if there is only one image.
- Moving an image to the top of a stack requires the "Manipulate Patient Images" security right.
- **View the entire series** - (For a series only) To view all the images in the series at once in the viewing area, click (or tap) the **Series Mode** button .

While viewing a series, do any of the following as needed:

- Zoom in and out.



- By default, the acquisition date and corresponding tooth numbers for each image appear (if the viewing area's dimensions are large enough). To hide those details and the borders around the images temporarily, click (or tap) the **Light box mode** button  (which is gray to indicate that the details are being displayed).

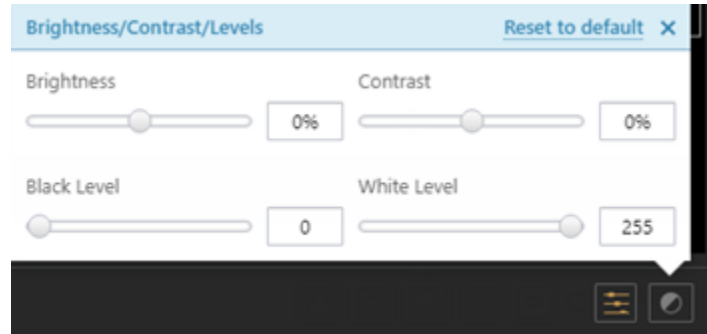


- If the acquisition date and corresponding tooth numbers for each tooth are hidden, to show those details and the borders around the images, click (or tap) the **Light box mode** button  (which is orange to indicate that the details are being hidden).



- For a selected image in the series, to view it with or without an enhancement applied, click (or tap) the **Enhancement** button. If the enhancement is turned off, the button is gray . If the enhancement is turned on, the button is orange .

- For a selected image in the series, to adjust its brightness, contrast, black level, and/or white level, click (or tap) the **Adjust brightness, contrast, and black/white levels** button, and then move the sliders accordingly.



Notes:

- To quickly adjust the brightness of a selected image, drag up or down.
- To quickly adjust the contrast of a selected image, drag left or right.
- If you change any of these settings from their default values, the **Adjust brightness, contrast, and black/white levels** button becomes orange .

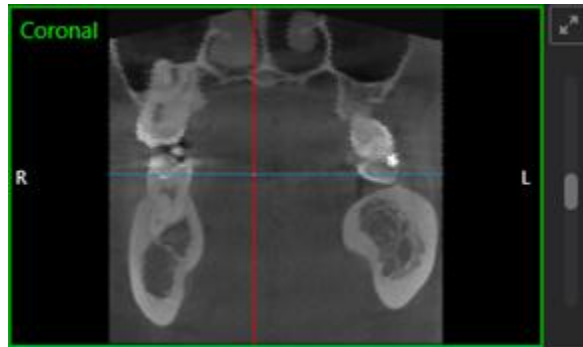
Then, to return to the single-image view mode, do one of the following:

- Click (or tap) an image in the viewing area to view only that image.
- Click (or tap) an image under **Image Navigator** to view only that image.

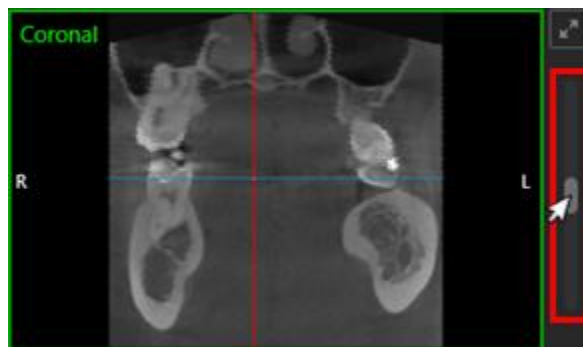


- Click (or tap) the **Single Mode** button .
- Resize a view** - (For a 3D volume only) To resize one of the views (coronal, sagittal, or axial) of the 3D volume to fill the viewing area, click (or tap) the corresponding **Toggle Displaying Full Panel** button  (outward-pointing arrows on the button indicate that the view is normal). To return to the normal view mode, click (or tap) the **Toggle Displaying**

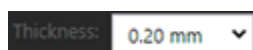
Full Panel button  (inward-pointing arrows on the button indicate that the view is expanded).



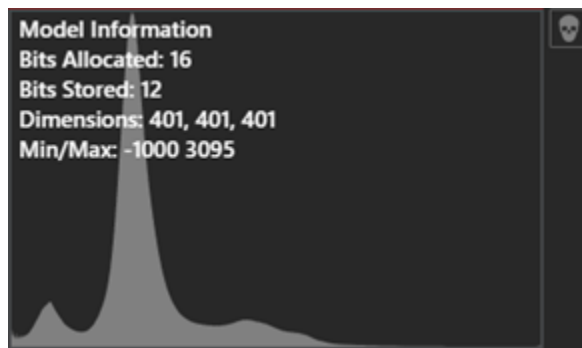
- **Rotate anatomy** - (For a 3D volume only) If the anatomy is crooked, to rotate the plane for a slice view (to move the slice plane axis), in the **Coronal**, **Sagittal**, or **Axial** view box, right-click and drag up or down. The other two views adjust accordingly to the rotation that you specify. The axis can be rotated from -45 to +45 degrees about the slice center point. **Note:** If the 3D volume has any annotations or measurements, the **Change Image Rotation** message appears, explaining that the annotations and measurements will be cleared if you rotate the volume. To allow the anatomy to rotate, click **Clear Annotations/Measurements**; otherwise, click **Cancel**.
- **Navigate through the slices** - (For a 3D volume only) To navigate through the slices of the 3D volume, drag the slider next to the **Coronal**, **Sagittal**, or **Axial** view. As you drag the slider, the slice plane indicators (crosshairs) of the other two views adjust accordingly. Drag the sliders of the other views as needed. Alternatively, you can click (or tap) anywhere on a view to move the slice plane indicators to that spot.



- **Change the slice thickness** - (For a 3D volume only) To change the thickness of the slices for the 3D volume, select a different value from the **Thickness** list: **0.20 mm**, **0.40 mm**, **0.60 mm**, **0.80 mm**, or **1.00 mm**.

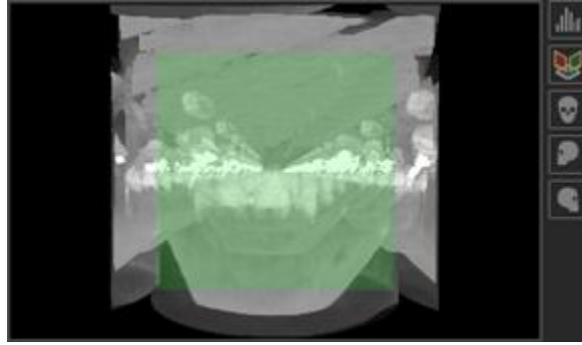


- **Reset the views** - (For a 3D volume only) After adjusting the slice plane indicators and/or changing the slice thickness, to return to the default position and thickness, click (or tap) the **Reset Workup** button .
- **Hide/show the slice plane indicators** - (For a 3D volume only) To hide the slice plane indicators (crosshairs) while you are viewing the 3D volume, click (or tap) the **Show/hide slice plane indicators** button  (yellow on the button indicates that they are visible). To return to viewing the slice plane indicators, click the **Show/hide slice plane indicators** button again  (only gray on the button indicates that they are hidden).
- **View the histogram or a rendered 3D image** - (For a 3D volume only) By default, a histogram appears in the lower-right box. To view a rendered 3D image of the volume (all slices of the volume are combined), click (or tap) the **Swap for Volume Render Panel** button .



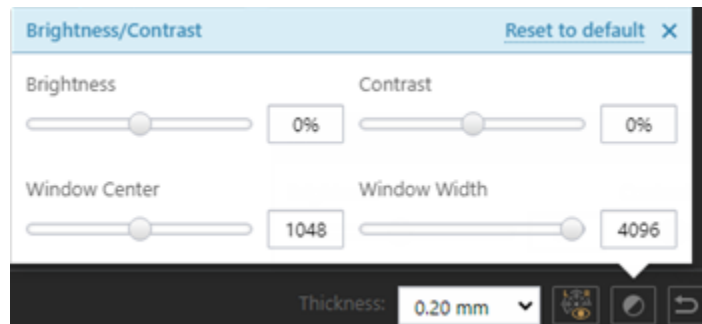
While viewing the rendered 3D image, do the following as needed:

- To hide the volume plane indicators, click (or tap) the **Show/hide volume plane indicators** button  (yellow on the button indicates that they are visible). To return to viewing the volume plane indicators, click (or tap) the **Show/hide volume plane indicators** button again  (no yellow on the button indicates that they are hidden).
- To rotate the image to view it from the left side, click (or tap) the **Snap to left view** button .
- To rotate the image to view it from the right side, click (or tap) the **Snap to right view** button .
- To rotate the image to view it from the front, click (or tap) the **Snap to front view** button . When the image is rendered initially, the front view is displayed by default.
- To return to viewing the histogram, click (or tap) the **Swap for Histogram Panel** button .



Note: The ability to render a 3D image and the speed with which it is accomplished depends on the size of the volume and either the onboard graphics processor or the discrete graphics card of your computer. If the image does not render, resize the browser window to make the view smaller, and then perform a hard refresh of the page (the clear cache and hard reload option in a Chrome browser); otherwise, you may need to upgrade your graphics hardware.

- **Save a snapshot** - (For a 3D volume only) To save a copy of the 3D volume as it is currently being viewed as a two-dimensional image (.jpg file) that can be attached to an insurance claim, click (or tap) **Snapshot**.
- **Adjust the window settings** - (For a 3D volume only) To adjust the window settings of the 3D volume, click (or tap) the **Adjust brightness, contrast, and black/white levels** button, and then move the **Window Center** and **Window Width** sliders to decrease or increase the values.



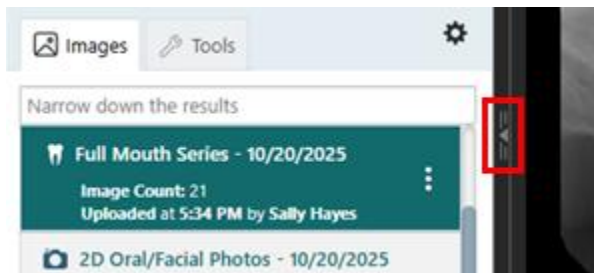
Note: If you change any of these settings from their default values, the **Adjust brightness, contrast, and black/white levels** button becomes orange .

Hiding and showing the navigation panel

You can temporarily hide the imaging navigation panel (panel on the left that contains the **Image Navigator** and the **Images** and **Tools** tabs) to view each image for a patient individually without having to select each single image, series of images, or set of images. With the panel hidden, you use buttons to navigate forward and backward through the patient's entire image history one image at a time.

To hide the navigation panel

In Imaging, click (or tap) the **Hide Panel** button. The viewing area continues to display whichever radiograph, photo, CAD/CAM scan, or 3D volume was selected in the image list.

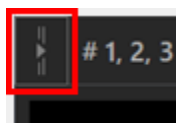


Use the **Newer** (left chevron) button and **Older** (right chevron) button to navigate between newer and older images, according to acquisition order, as needed.



To show the navigation panel

In Imaging, click (or tap) the **Show Panel** button. For whichever type of image you are viewing (radiograph, photo, CAD/CAM scan, or 3D volume), the corresponding item in the image list is selected automatically.

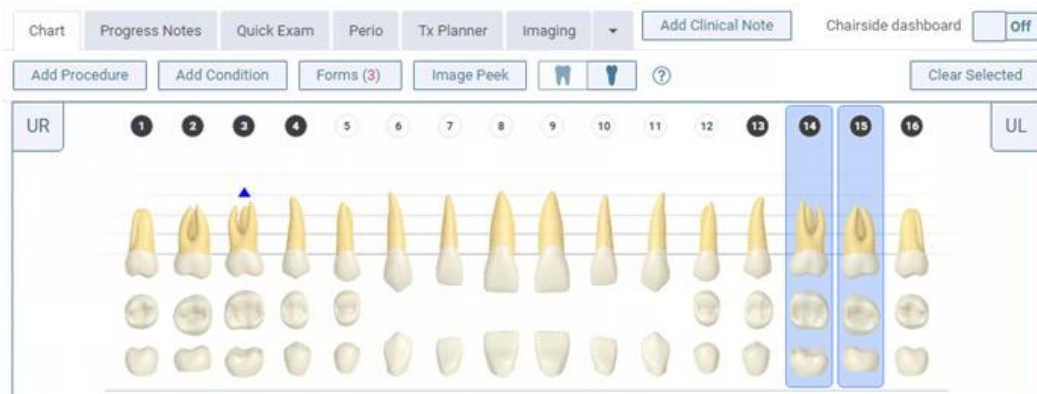


Determining which teeth have images

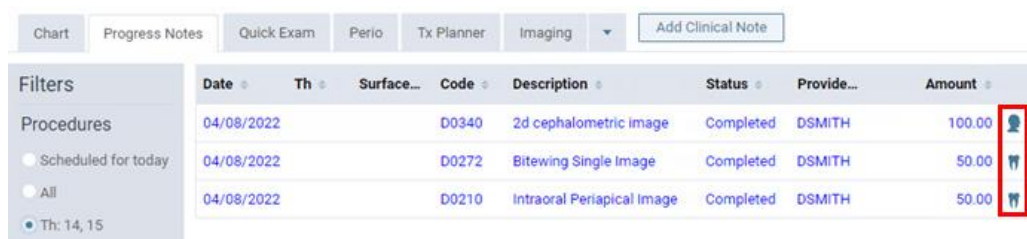
You can determine which teeth have images associated with them from a patient's clinical chart and progress notes.

To determine which teeth have images

1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. On the **Patient** menu, under **Clinical**, select **Chart**.
The patient's clinical record opens with the **Chart** tab selected.
4. Do one of the following:
 - Look at a tooth's number. You can tell if a tooth has an image associated with it, and the age of that image, by the background color of the circle around that tooth number: **black** is 0 - 6 months, **dark gray** is 7 - 12 months, **light gray** is 13 - 24 months, and white is 25 or more months (or no image).



- Select one or more or no teeth, and then click (or tap) the **Progress Notes** tab. On the **Progress Notes** tab, there is an imaging icon next to any procedure that has images associated with it.



Date	Th	Surface...	Code	Description	Status	Provide...	Amount
04/08/2022			D0340	2d cephalometric image	Completed	DSMITH	100.00
04/08/2022			D0272	Bitewing Single Image	Completed	DSMITH	50.00
04/08/2022			D0210	Intraoral Periapical Image	Completed	DSMITH	50.00

- Select one or more or no teeth, and then click (or tap) the **Quick Exam** tab. On the **Quick Exam** tab, look at a tooth's number. You can tell if a

tooth has an image associated with it, and the age of that image, by the background color of the circle around that tooth number: **black** is 0 - 6 months, **dark gray** is 7 - 12 months, **light gray** is 13 - 24 months, and white is 25 or more months (or no image).

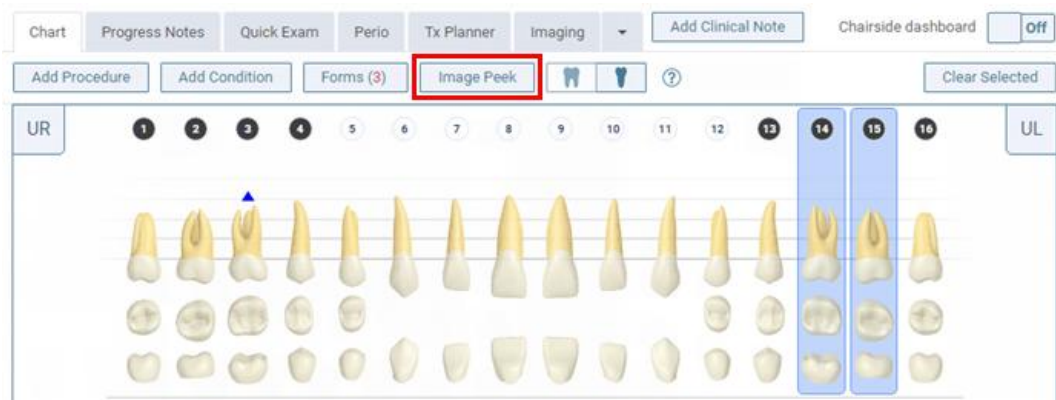


Viewing images for selected teeth

You can view images for selected teeth from a patient's clinical chart and progress notes.

To view images for selected teeth

1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. On the **Patient** menu, under **Clinical**, select **Chart**.
The patient's clinical record opens with the **Chart** tab selected.
4. Do one of the following:
 - Select one or more teeth with associated images, and then click (or tap) **Image Peek**. The button is available only if at least one tooth with an image is selected.



- Select one or more teeth with associated images, and then click (or tap) the **Progress Notes** tab. On the **Progress Notes** tab, click (or tap) the imaging icon next to a procedure.

Chart

Progress Notes

Quick Exam

Perio

Tx Planner

Imaging

Add Clinical Note

Filters

Procedures

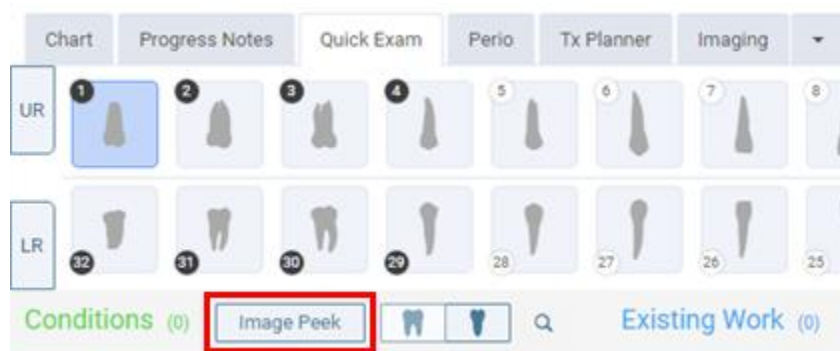
Scheduled for today

All

Th: 14, 15

Date	Th	Surface...	Code	Description	Status	Provide...	Amount	
04/08/2022			D0340	2d cephalometric image	Completed	DSMITH	100.00	
04/08/2022			D0272	Bitewing Single Image	Completed	DSMITH	50.00	
04/08/2022			D0210	Intraoral Periapical Image	Completed	DSMITH	50.00	

- Select one or more teeth with associated images, and then select the **Quick Exam** tab. On the **Quick Exam** tab, click (or tap) **Image Peek** (the button appears as a white tooth on a blue background  if there is not enough room to display the button with a text label). The button is available only if at least one tooth with an image is selected.



The **Image Peek** dialog box appears.



Notes:

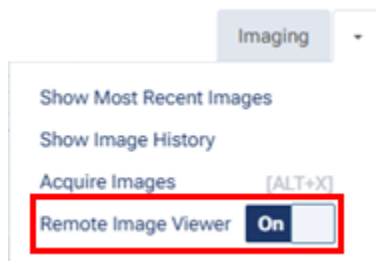
- If AI is activated, radiographic bone loss and caries indicators can appear on the image if the X-ray was submitted for analysis previously. You can hide and show findings and use the AIDE tool as needed.
 - If there are multiple images, use the **Back** and **Forward** buttons  to navigate between the images.
 - To edit the image that is currently being viewed, click (or tap) the **Open for Editing** button .
 - The saved state of the **Smaller/Larger** button , which is available when you are viewing images, affects the size of images in the **Image Peek** dialog box. The state of the button is stored per computer (or device).
5. Click (or tap) **Done**.

Viewing images in the remote image viewer

While the assistant is viewing the **Chart** or **Quick Exam** tab of a patient's clinical record and charting procedures and conditions, the dentist can view the patient's images on a separate (secondary) monitor during an exam.

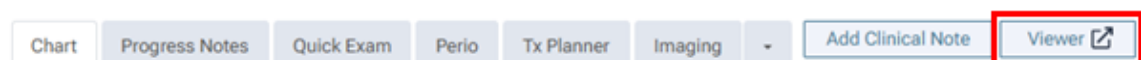
To view images in the remote image viewer

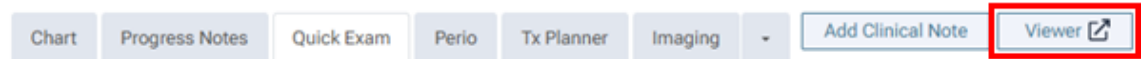
1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. On the **Patient** menu, under **Clinical**, select **Chart** or **Quick Exam**.
The patient's clinical record opens with the **Chart** or **Quick Exam** tab selected.
4. With the **Chart** or **Quick Exam** tab of a patient's clinical record selected, expand the menu next to the **Imaging** tab, and then set the **Remote Image Viewer** switch to **On**.



Note: The switch remains on until you log out of the practice management system.

5. With the switch on, a **Viewer** button appears to the right of the tabs, click the button.



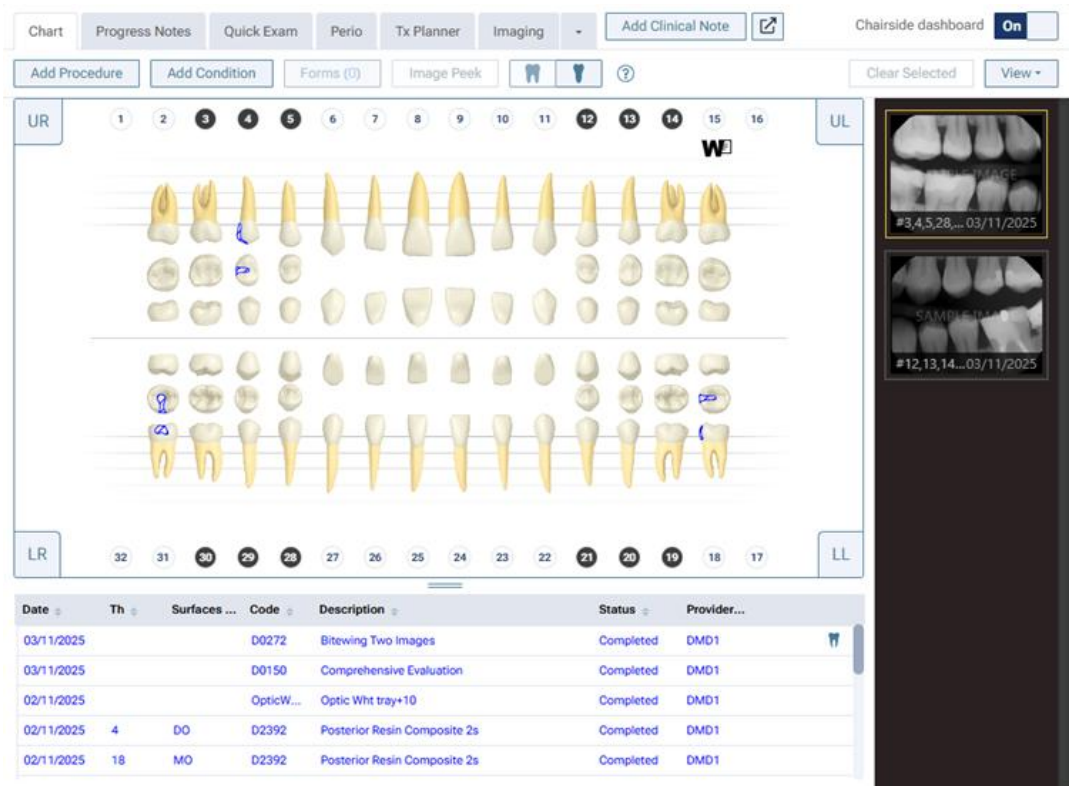


Note: Depending on the available horizontal space, the button may be smaller and not have a label: .

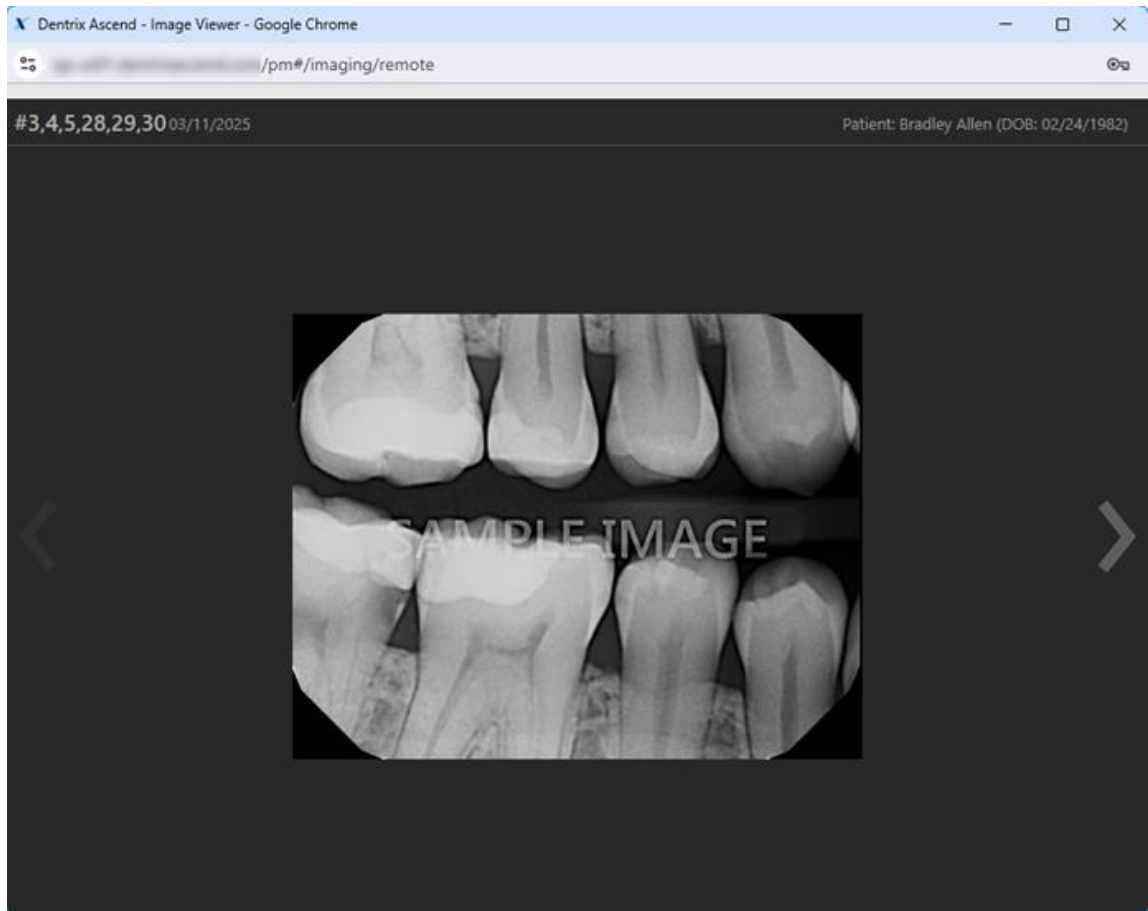
6. The **Image Viewer** window opens. Drag the window to another monitor's display. You can resize or maximize the window as needed.

7. Do one of the following:

- If you are on the **Chart** tab, set the **Chairside dashboard** switch to **On** (if it is not already). Then, select an image on the vertical filmstrip panel on the right.



- If you are on the **Quick Exam** tab, select an image on the vertical filmstrip panel on the right.



Viewing image details

For an acquired image, you can view the name and model (if known) of the acquisition device, acquisition date, resolution (width and height; based on the image's orientation), category, rotation, color/grayscale, transformations, brightness, contrast, image format, adjusted pixel size, base pixel size, black level, and white level. Being able to view this information can provide better clarity.

To view image details

1. Access a patient's image history, and view an intraoral X-ray, an extraoral X-ray, an intraoral photo, an extraoral photo, a CAD/CAM scan, a 3D volume, or a 2D snapshot of a 3D volume.

One of the following occurs:

- For an individual intraoral X-ray, individual intraoral photo, individual extraoral photo, CAD/CAM scan, or 3D snapshot, under **Image Preview**, there is only one thumbnail image. A larger version of the image appears in the viewing area.

Image Preview



2, 3, 30, 31 05/15/2020 ✎



Image Preview



1, 2, 3 04/19/2017 ✎

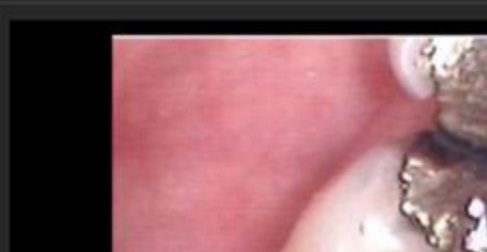


Image Preview



2D Oral/Facial Ph... 08/26/2024 ✎

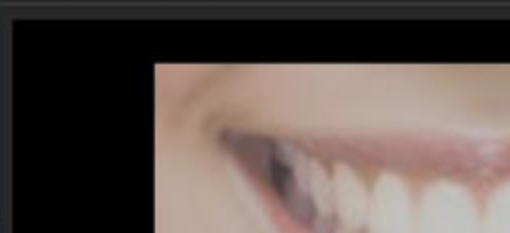
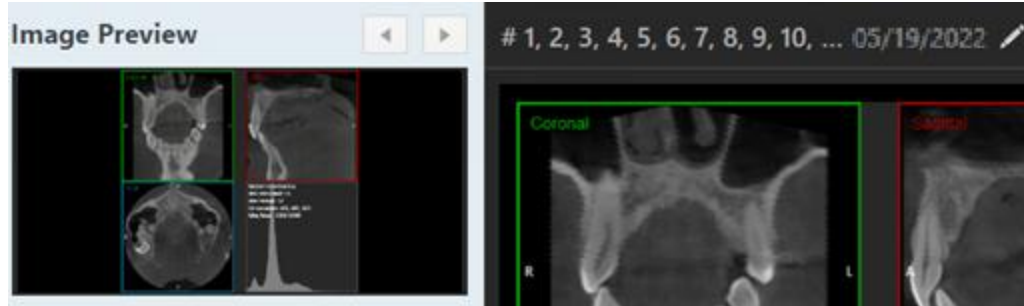


Image Preview

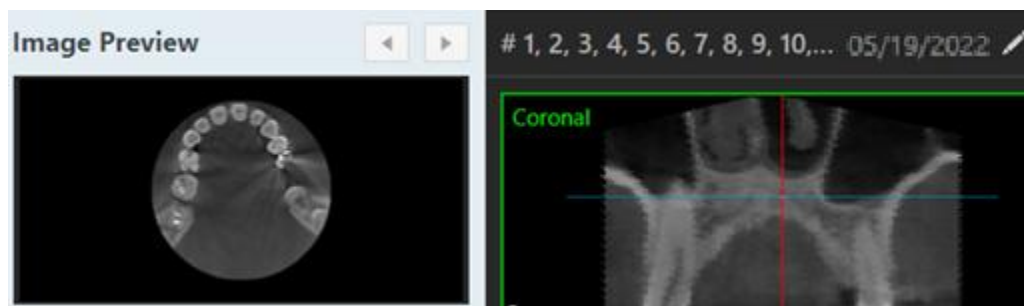


1, 2, 3, 4, 5 03/02/2021 ✎

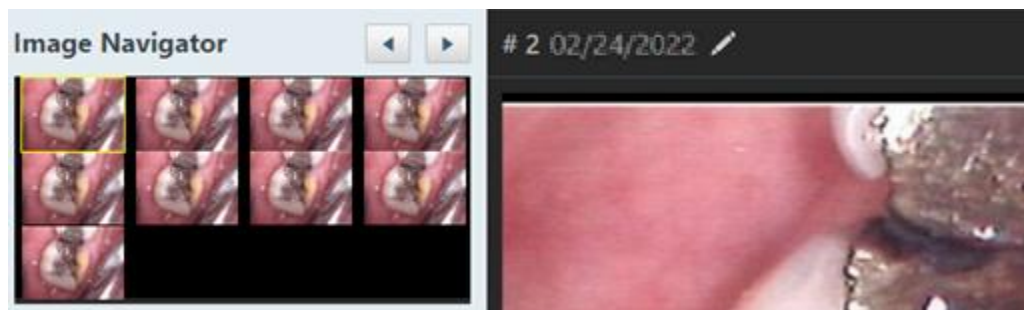
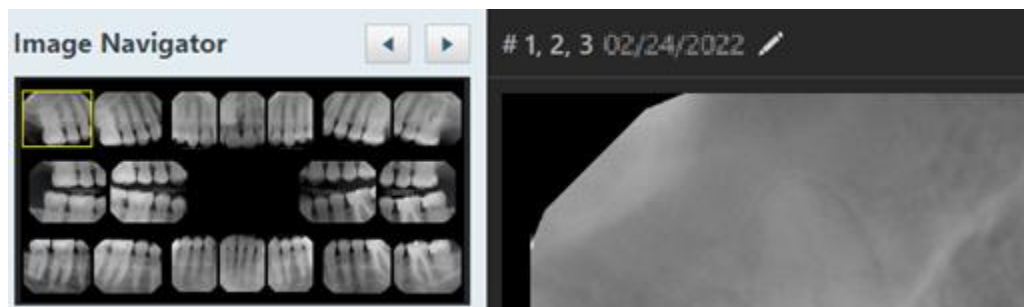




- For a 3D volume, under **Image Preview**, there is a thumbnail image of an axial slice of the volume. The **Coronal**, **Sagittal**, and **Axial** views of the volume appear in the viewing area.

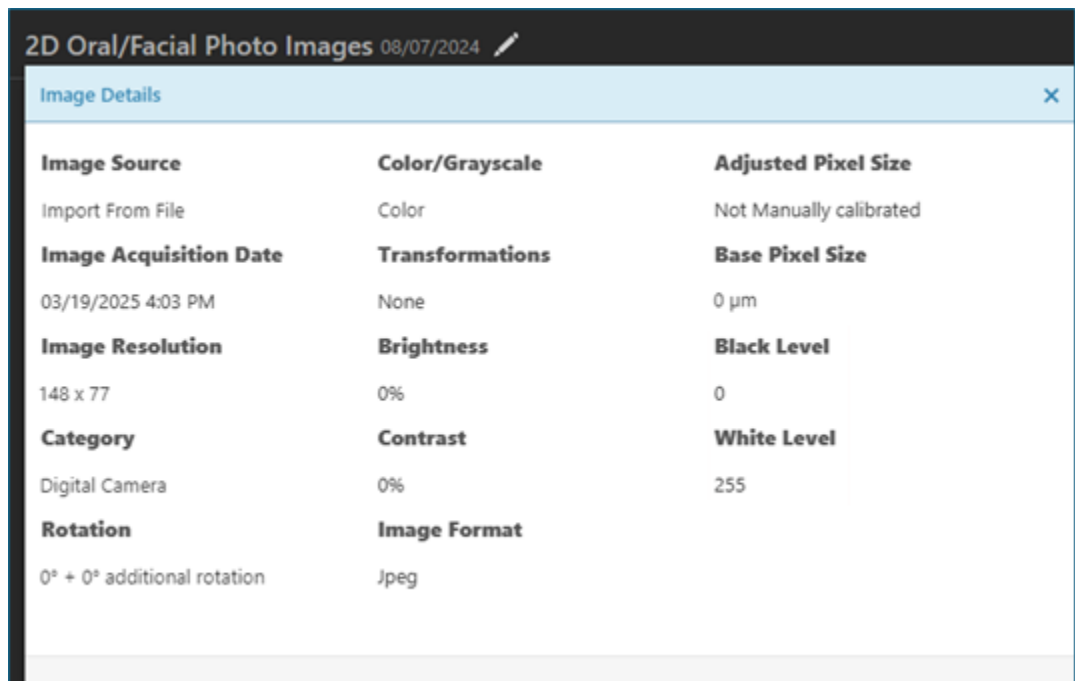


- For a series of intraoral X-rays, set of intraoral photos, or set of extraoral photos, under **Image Navigator**, there are multiple thumbnail images. A larger version of the selected image (as indicated by the yellow box around the thumbnail) appears in the viewing area.





2. If you are viewing a series of intraoral X-rays, set of intraoral photos, or set of extraoral photos, under **Image Navigator**, click (or tap) one of the thumbnail images; otherwise, skip this step.
3. Click the **Edit** button .
4. Do one of the following:
 - For an image without tooth numbers, the **Image Details** dialog box appears. When you are done viewing the details, click (or tap) the **X** to close the dialog box.



- For an image with tooth numbers, the **Assign Tooth Numbers** dialog box appears. Click (or tap) the **Image Details** link to display the **Image Details**. When you are done viewing the details, either click the **Return to Chart** link to return to the tooth chart view of the dialog box, or click the **X** to close the dialog box.

2 02/24/2022
Assign Tooth Numbers
Toggle primary/permanent
Image Details

Teeth chart
Clear selected

Assign Teeth
Set as Top Image

Image Details
Return to Chart

Image Source	Color/Grayscale	Adjusted Pixel Size
Simulation	Grayscale	Not Manually calibrated
Image Acquisition Date	Transformations	Base Pixel Size
03/19/2025 4:03 PM	None	Not set
Image Resolution	Brightness	Black Level
844 x 660	0%	0
Category	Contrast	White Level
Digital Sensor	0%	255
Rotation	Image Format	
270° + 0° additional rotation	Jpeg	

Comparing images

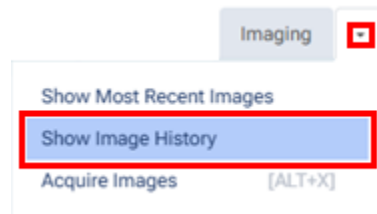
You can compare up to six images (intraoral or extraoral; X-ray or photo) at once.

To compare images

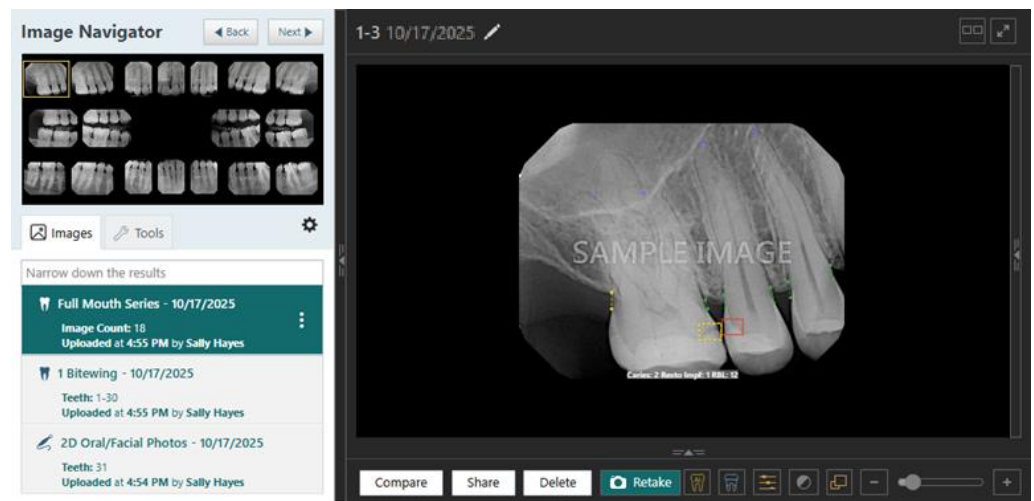
1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.

3. Do one of the following:

- View an image from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



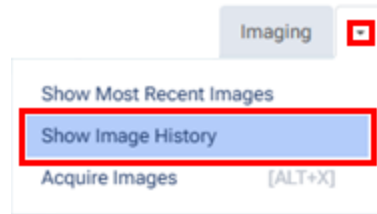
- b. On the **Images** tab, select an image (intraoral or extraoral; X-ray or photo) or a series (such as a full mouth series or bitewings).



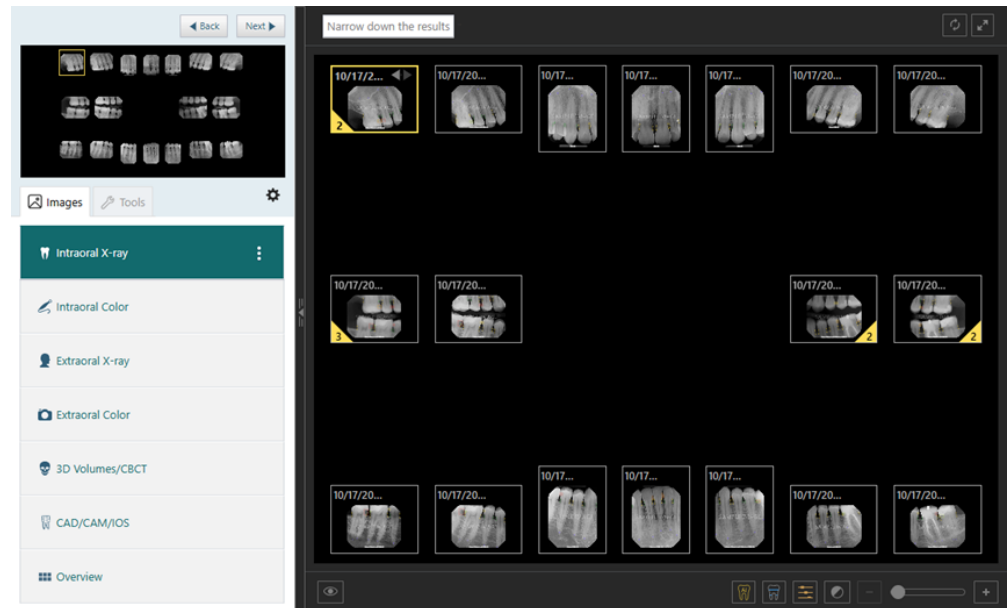
- c. If you have selected a series, under **Image Navigator**, click (or tap) an image of that series.



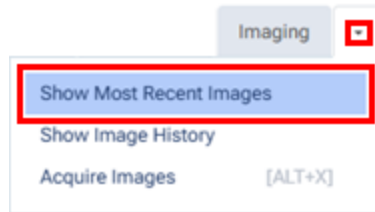
- View an image from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



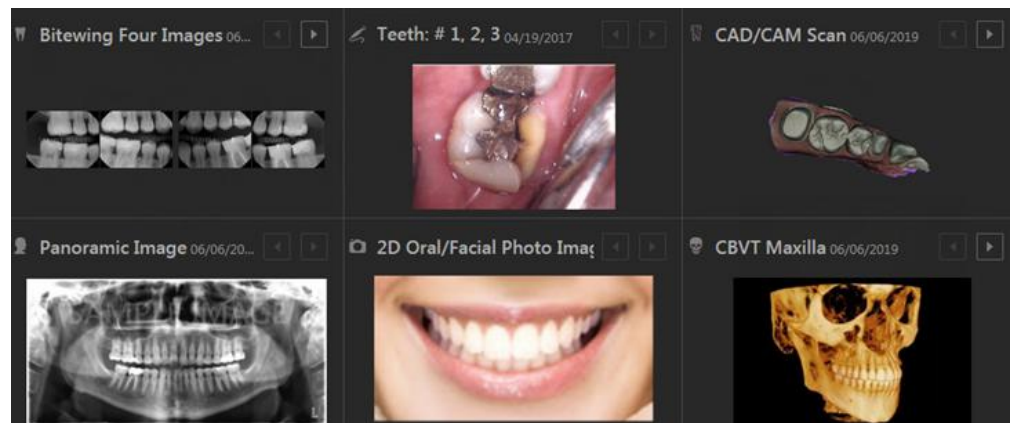
The patient's imaging page opens, and the **Intraoral X-ray** tab is selected by default.



- b. Select one of the modality tabs to view the corresponding images:
Intraoral X-ray, **Intraoral Color**, **Extraoral X-ray**, or **Extraoral Color**.
- c. To view an image (intraoral or extraoral; X-ray or photo), select it (a yellow border appears around it to indicate that it is selected), and then click (or tap) the item again.
- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.



- b. Click (or tap) any single image (intraoral or extraoral; X-ray or photo) or an image within a series (such as a full mouth series or bitewings).



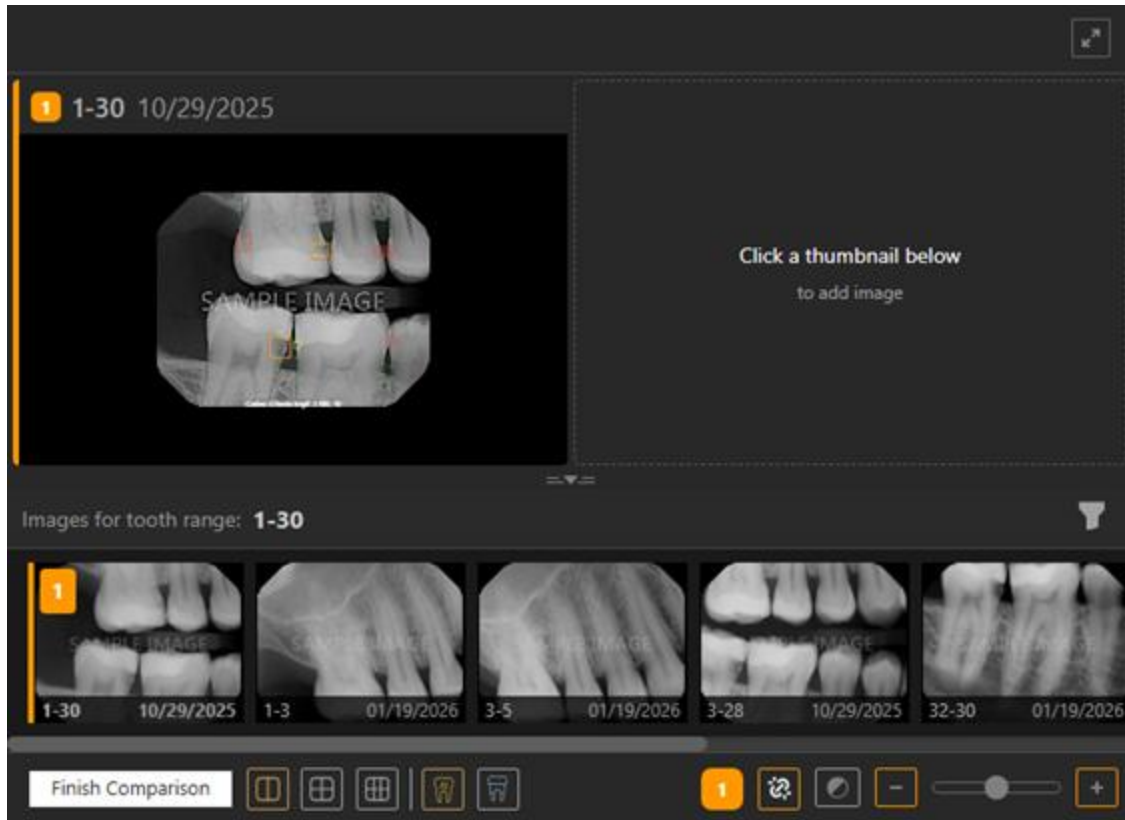
The selected image appears in the viewing area.



4. If the current template slot (for an intraoral X-ray image or an intraoral photo in a custom set) has multiple images assigned, to use an image other than the top image of the stack for the comparison, do any of the following as needed:
- At the top of the viewing area, click (or tap) the **Previous** or **Next** button **Image: 2 of 3** ◀ ▶ ◻ ◻ as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
Note: If the panel is collapsed, click (or tap) the handle ≡ to expand the panel.



5. Click (or tap) **Compare**.
The selected image is loaded in the first comparison frame of the viewing area.
The images that have tooth numbers in common with the selected image (the "Original") appear on the **Images for tooth range** panel.



6. If needed, filter the **Images for tooth range** panel to display only the images that match the filter criteria that you specify.
Do the following:

- a. Click (or tap) the **Filter images** button  (in the upper-right corner of the panel) to view the available filters.



- b. Set up any of the following filters:
 - **Date** - To view the images according to a different date, select the desired date in the list under **Show images taken on**. To view all images that have been acquired on and after the selected date, select the **All since that day** checkbox. To view the images that

were acquired only on the selected date, clear the **All since that day** checkbox.

- **Type** - To view images in any category (intraoral X-rays, intraoral photos, intraoral photos without tooth numbers assigned, extraoral X-rays, extraoral photos, CAD/CAM/iOS scans, and 3D volumes), select the **All types** checkbox. To view images in only certain categories, make sure the checkboxes of only those categories are selected; the other checkboxes must be cleared.
- **Teeth** - If the **Intraoral X-ray** and/or **Intraoral photo** checkboxes are selected, to view those types of images for specific teeth, select the desired teeth on the **Tooth Chart**. The tooth filter does not apply to intraoral photos that do not have tooth numbers assigned to them and extraoral X-rays (which apply to all teeth), and extraoral photos (which apply to all teeth). To clear all tooth selections, click (or tap) the **Clear selected** link.
- **Show everything** - To set the filter options to their default states and display all the patient's images, click (or tap) the **Show everything** link.

c. Click (or tap) the **X** in the upper-right corner of or anywhere outside of the **Narrowing Down the Results** menu to close the menu.

7. By default, the viewing area has two frames (the two-frames icon is selected in the lower-left corner). To change the number of frames so you can compare more than one image to the original, in the lower-left corner, select the four-frame or six-frame icon.



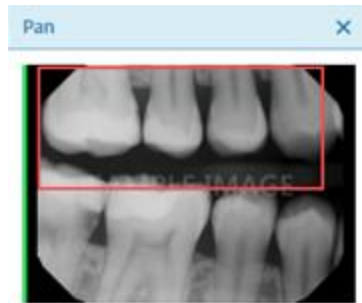
8. On the **Images for tooth range** panel, select an image to compare to the original. If the number of frames is four or six, select additional comparison images as needed. As you select each comparison image, it appears in the next available frame of the viewing area. Each frame with an image has color and number indicators, and the corresponding image on the **Images for tooth range** panel has the same color and number indicators.



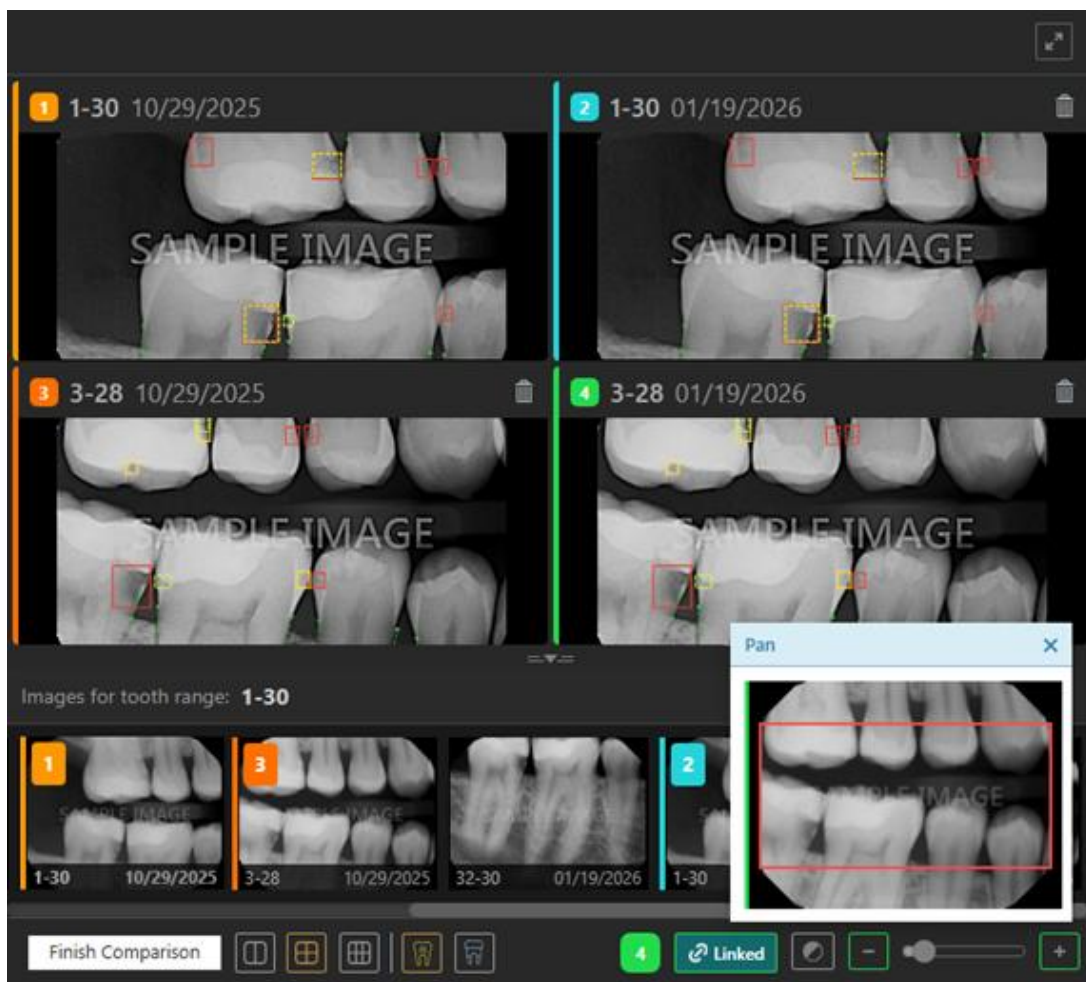
9. In the viewing area, select the original image or a comparison image. The color and number indicators for the tools (in the lower-right corner) change to match those of the selected frame in the viewing area.

Note: To remove an image from a comparison frame in the viewing area, click the corresponding **Remove image** button .

10. To modify how an image is being viewed, do any of the following for the selected image:
 - Use the **Brightness/Contrast** button to change the brightness and/or contrast.
 - Use the **Zoom** slider to zoom in and out.
 - While zoomed in on an image, drag the red rectangle on the **Pan** dialog box that appears to pan to another part of the image.



11. Linking the images being compared allows the zooming and panning of one image to be synchronized with the other. To link images, Click (or tap) the **Link** button . Now, as you zoom in and out and pan, both images are affected.



Note: To unlink the images, click (or tap) the **Linked** button .

12. Click (or tap) **Finish Comparison**.

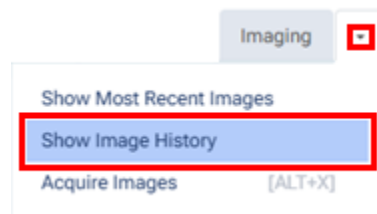
Processing images

You can perform various processing tasks, such as enhancing and annotating, on images.

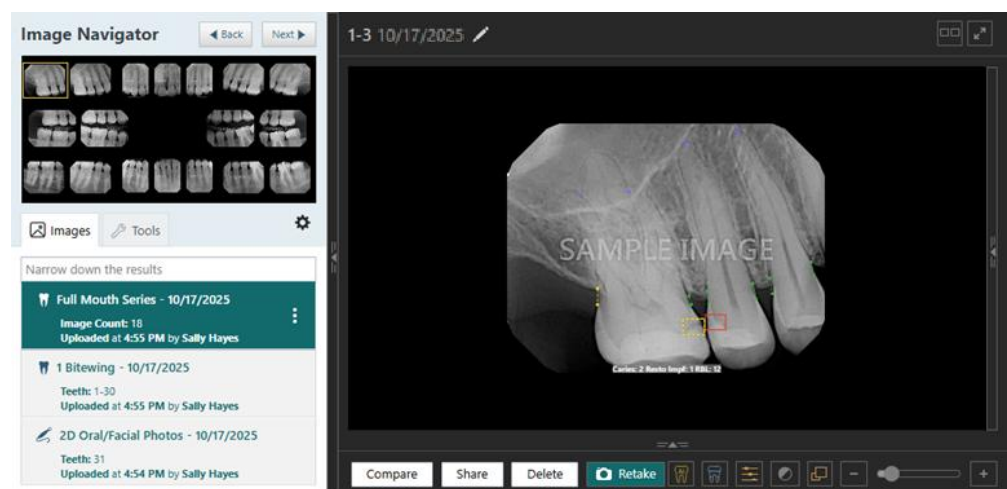
Note: Any processing that you perform on an image is permanent (except for colorize, grayscale, and emboss, which are temporary). However, you can view the image in its original state by turning off any processing filters that you have applied.

To process an image

1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. Do one of the following:
 - View an image from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



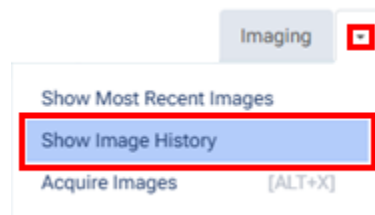
- b. On the **Images** tab, select an image (intraoral or extraoral; X-ray or photo), a series (such as a full mouth series or bitewings), or a 3D volume.



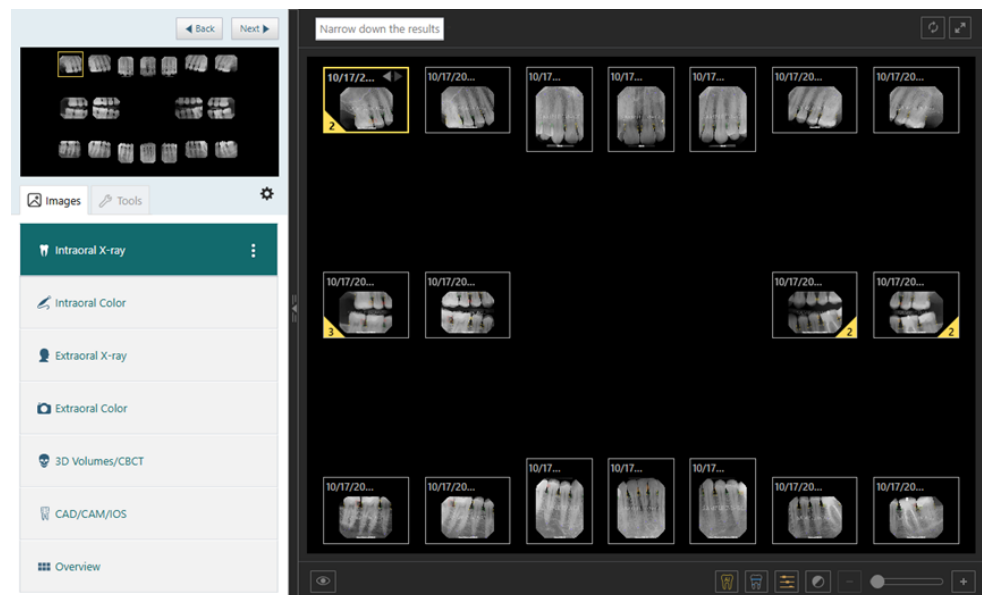
- c. If you have selected a series, under **Image Navigator**, click (or tap) an image of that series.



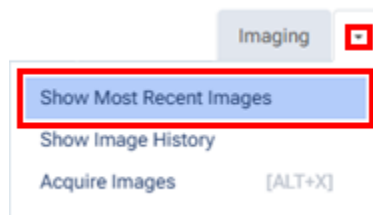
- View an image from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



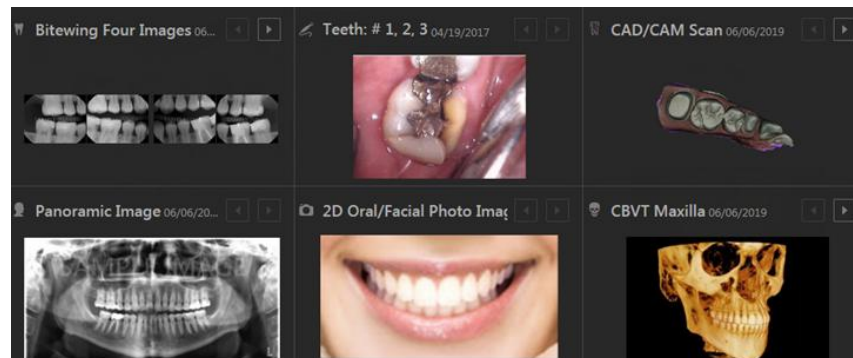
The patient's imaging page opens, and the **Intraoral X-ray** tab is selected by default.



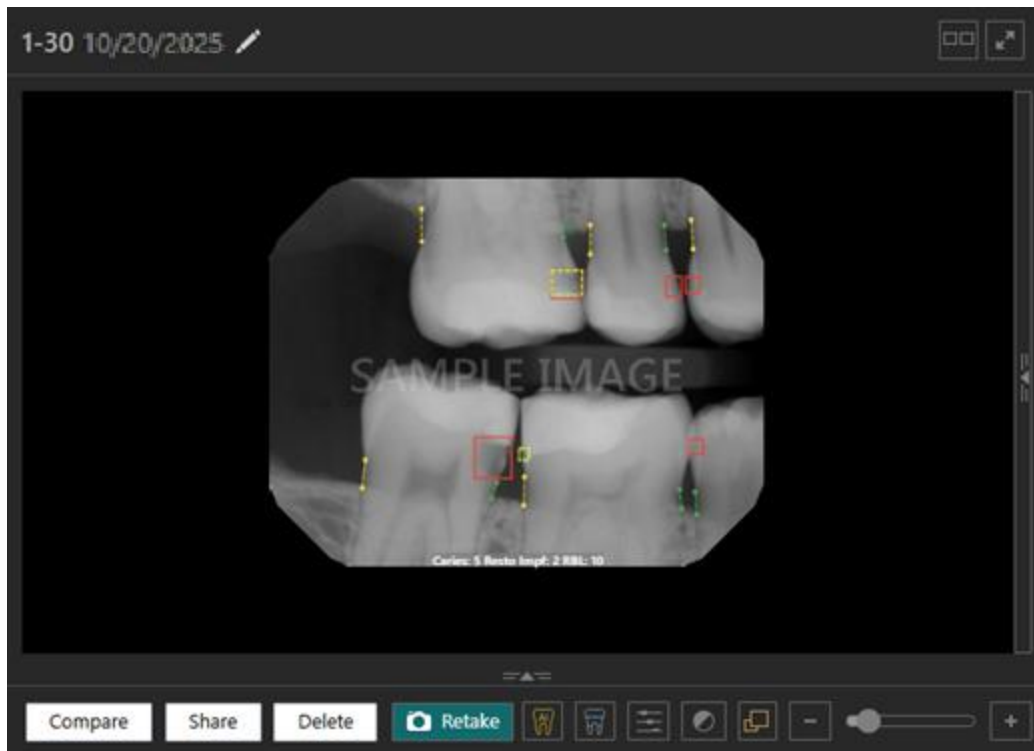
- b. Select one of the modality tabs to view the corresponding images:
Intraoral X-ray, Intraoral Color, Extraoral X-ray, Extraoral Color, or 3D Volumes/CBCT.
 - c. To view an image (intraoral or extraoral; X-ray or photo) or 3D volume, select it (a yellow border appears around it to indicate that it is selected), and then click (or tap) the item again.
- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.



- b. Click (or tap) any single image (intraoral or extraoral; X-ray or photo), an image within a series (such as a full mouth series or bitewings), or a 3D volume.



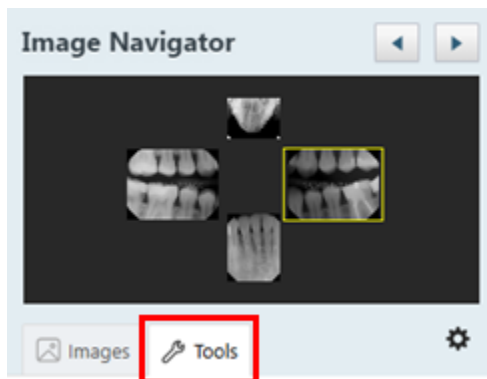
The selected image appears in the viewing area.



4. If the current template slot (for an intraoral X-ray image or an intraoral photo in a custom set) has multiple images assigned, to view an image other than the top image of the stack, do any of the following as needed:
 - At the top of the viewing area, click (or tap) the **Previous** or **Next** button **Image: 2 of 3** ◀ ▶ ◻ ◻ as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
Note: If the panel is collapsed, click (or tap) the handle ◻▶◻ to expand the panel.

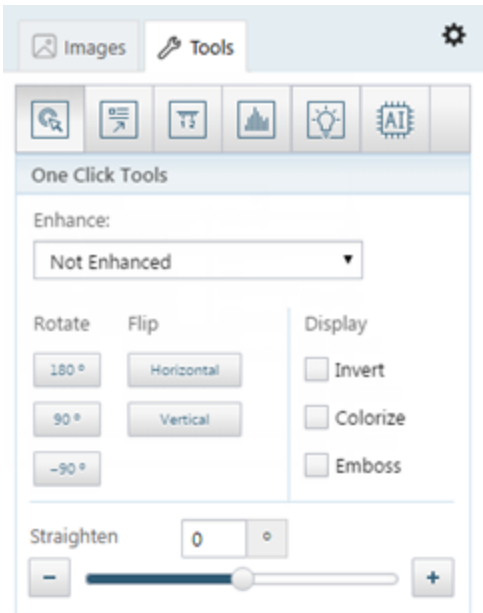


5. Click (or tap) the **Tools** tab if it is not already selected.

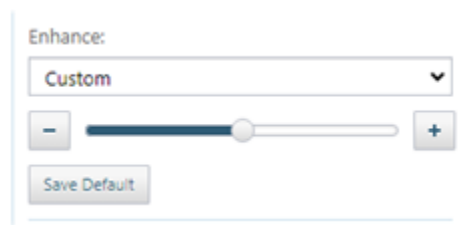


Note: The **Tools** tab is not available if you are viewing a CAD/CAM scan.

6. Use any of the following tools as needed:
One Click Tools



- **Enhance** - (For an X-ray only) Select the filter that corresponds to the anatomical structures that you want to enhance in an X-ray:
 - **Not Enhanced** - The image is not enhanced.
 - **Entire Image** - Adds a balance of sharpening and contrast levels that affects the overall sharpness and contrast.
 - **For Perio** - Adds a lower level of sharpening and a gray level adjustment to accentuate the subtle differences in the grayscale values of periodontal conditions.
 - **For Endo** - Adds a higher level of sharpening and contrast and a gray level adjustment to accentuate endodontic conditions. You may want to use this filter, for example, to help you to see the position of a file in relation to the root of a tooth when doing a root canal.
 - **Custom** - Applies a sharpness filter that you can adjust dynamically.



With this option selected, do any of the following:

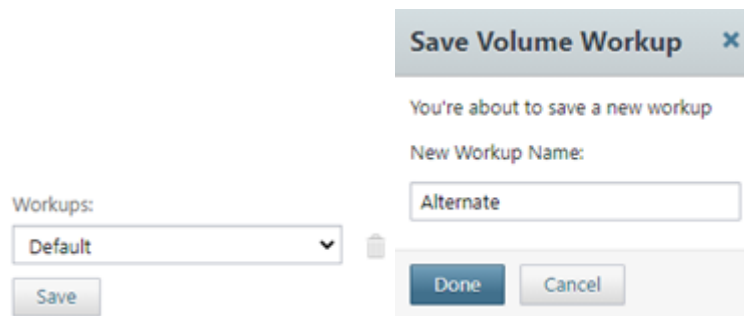
- To increase the sharpness level, drag the slider to the right.
- To decrease the sharpness level (apply smoothing/noise reduction), drag the slider to the left.
- To fine-tune the sharpness level, click - and + as needed.

- To save the current sharpness level as the default for the **Custom** enhancement option, click **Save Default**. The default is stored only on this computer.

Note: When you are acquiring an image, you can select the **Custom** option from the **Apply Enhancement** list to apply the default sharpness level, but the slider is not available.

Note: To switch between viewing the image with or without an applied enhancement, click (or tap) the **Enhancement** button. If the enhancement is turned off, the button is gray . If the enhancement is turned on, the button is orange .

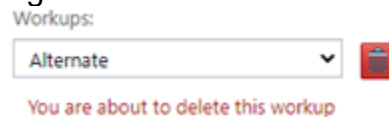
- **Workups** - (For a 3D volume only) As you change the view, you can save the settings as a workup for future reference. Do any of the following as needed:
 - Add a workup - Click (or tap) **Save**. In the **Save Volume Workup** dialog box, enter a name to identify the workup, and then click (or tap) **Done**.



- Select a workup - From the list, select the desired workup. The view of the 3D volume updates accordingly.



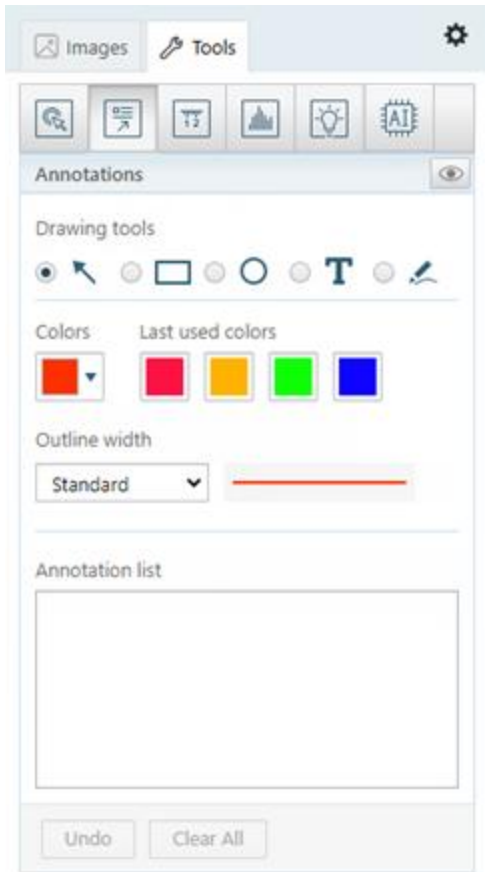
- Delete a workup - From the list, select a custom workup (the "Default" workup cannot be deleted). Click (or tap) the blue **Delete** button , which then turns red, and then click (or tap) the button again.



- **Rotate** - (For an X-ray or photo only) Click (or tap) the button that corresponds to how you want to rotate the image: **180** degrees (clockwise), **90** degrees (clockwise), or **-90** degrees (counterclockwise).

- **Flip** - (For an X-ray or photo only) Click (or tap) the button that corresponds to how you want to flip the image: **Horizontal** or **Vertical**.
- **Invert** - (For an X-ray or photo only) To invert the image's colors, select the **Invert** checkbox. To remove the filter, clear the checkbox.
- **Colorize** - (For an X-ray only) To convert the image from grayscale to color, select the **Colorize** checkbox. To remove the filter, clear the checkbox. This option is available only for intraoral and extraoral X-rays.
- **Grayscale** - (For a photo only) To convert the image from color to grayscale, select the **Grayscale** checkbox. To remove the filter, clear the checkbox. This option is available only for intraoral and extraoral photos.
- **Emboss** - (For an X-ray or photo only) To emboss the image, select the **Emboss** checkbox. To remove the filter, clear the checkbox.
- **Straighten** - (For an X-ray or photo only) If the image is not straight, to rotate it, do one of the following:
 - To rotate the image counter-clockwise, enter a negative value as a whole number or a decimal (such as "-0.3") in the **o (degree)** box, click (or tap) the **- (minus)** button as needed (the angle is reduced by 0.1 degree with each click, or tap), or drag the slider to the left.
 - To rotate the image clockwise, enter a positive value as a whole number or a decimal (such as "0.3") in the **o (degree)** box, click (or tap) the **+ (plus)** button as needed (the angle is increased by 0.1 degree with each click, or tap), or drag the slider to the left.

Annotations

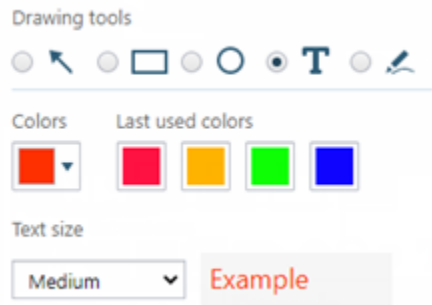


To add a shape, do the following:

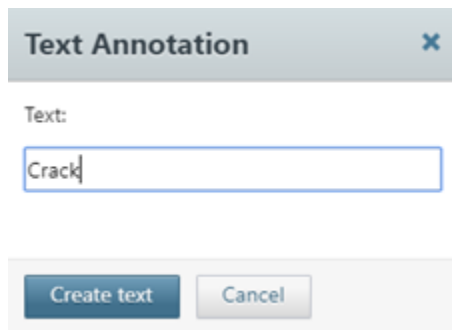
- a. Under **Drawing tools**, select a shape option: arrow, rectangle, or circle.
- b. Select a line color and thickness:
 - Select a color from the **Colors** menu, or click (or tap) one of the **Last used colors**.
 - Select an **Outline width**: extra thin, thin, standard, wide, or extra wide. A preview of the selected line thickness that will be used for the shape appears.
- c. Click (or tap) and drag over a specific area of the image to create the shape.

To add text, do the following:

- a. Under **Drawing tools**, select the text option.



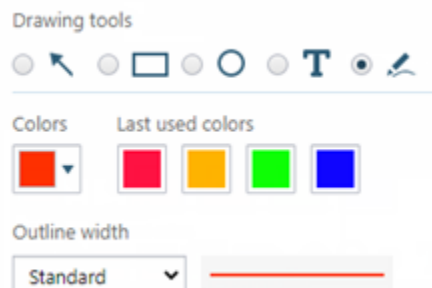
- b. Select a font color and size:
 - Select a color from the **Colors** menu, or click (or tap) one of the **Last used colors**.
 - Select a **Text size**: small, normal, medium, large, or extra large. A preview of the selected font size that will be used for the text appears.
- c. Click (or tap) and drag to create a rectangle with dashed borders around the area of the image that you want to draw attention to. The **Text Annotation** dialog box appears.



- d. Enter the desired **Text**.
- e. Click (or tap) **Create text**.
The text appears above the rectangle that you created in step c.

To add a freehand drawing, do the following:

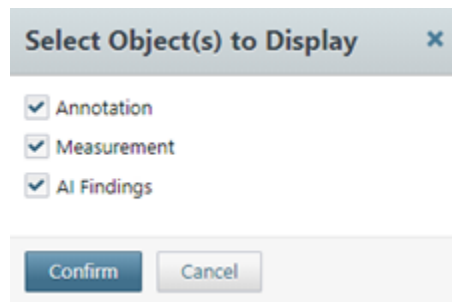
- a. Under **Drawing tools**, select the freehand drawing option.



- b. Select a line color and thickness:
 - Select a color from the **Colors** menu, or click (or tap) one of the **Last used colors**.
 - Select an **Outline width**: extra thin, thin, standard, wide, or extra wide. A preview of the selected line thickness that will be used for the shape appears.
- c. Click and drag over a specific area of the image to draw. When you release the mouse button, the drawing operation stops.

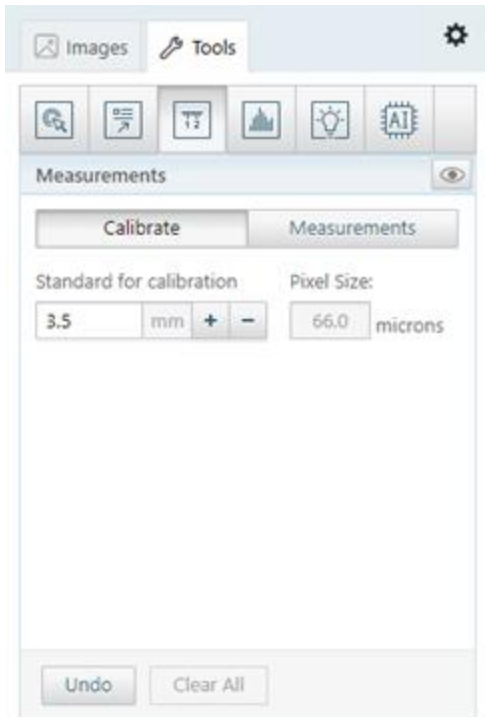
Notes:

- To remove the last annotation that you added to the image, click (or tap) **Undo**.
- To remove all annotations from the image, click (or tap) **Clear All**.
- When you select an item in the **Annotation list**, the corresponding annotation on the image is highlighted with white.
- To switch between showing and hiding the annotations, click (or tap) the **Select object(s) to Display** button  to open the **Select Object(s) to Display** dialog box, select or clear the **Annotation** checkbox, and then click (or tap) **Confirm**.



- (For an X-ray, photo, or 3D volume only) To switch between showing and hiding all annotations and measurements for the image, click (or tap) the **Show/hide annotations and measurements** button . The button is available only if an annotation or a measurement has been applied to the image.
- (For a 3D volume only) To view an annotation on a slice that is not currently being displayed, click (or tap) that annotation in the **Annotation list**.

Measurements



Important: Distance and Angle measurements are calculated from specified points after calibration from an object with a known length. Image resolution, displayed size, inherent image quality, and proper calibration all affect the accuracy of the measurement results. However, the factors that have the greatest effect on the overall precision of a measurement are the accuracy of the calibration and selection of the start and end points of the actual line or angle to be measured. Using the calibration results, you can decide whether the overall accuracy achieved is correct for the desired measurement.

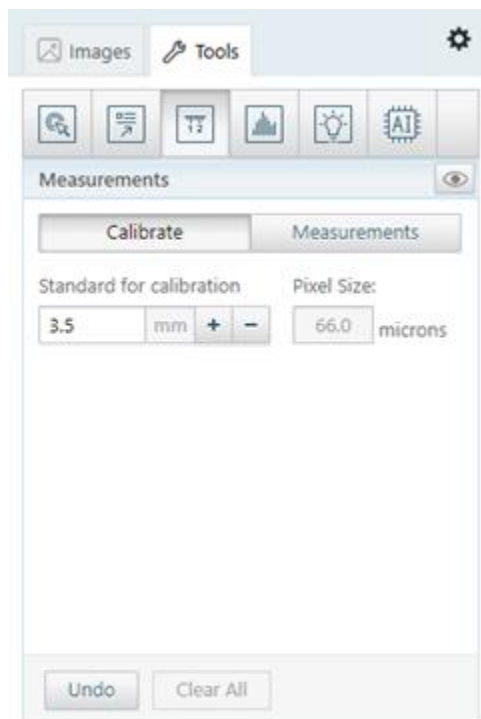
Precaution: It is your responsibility to properly calibrate prior to clinical measurements and to determine if the accuracy achieved is within the error range required.

Note: Some digital sensors have a known pixel size for images, so no calibration is needed. Other digital sensors do not have a known pixel size for images, so calibration is needed prior to drawing measurements. For TWAIN sources that you have specified a known pixel size in the acquisition agent preferences, no calibration is needed.

(For an X-ray, photo, or 3D volume only) To add measurements, do the following:

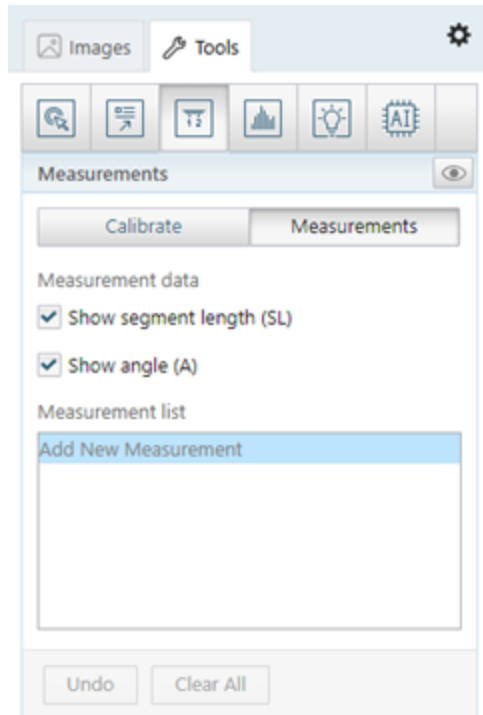
- a. (For an X-ray or photo) If calibration is required, to calibrate distance measurements using an object of known size in the image, do the following:
 - i. Do one of the following:

- If calibration has not been performed previously, **Calibrate** is selected by default. Ignore this step.
 - If calibration has been performed previously, **Measurements** is selected by default. Select **Calibrate**.
- Click (or tap) the first (starting) point of the known-length object on the image where you want to start measuring, and then drag to another point on the known-length object.
 - Change the length of the **Standard for calibration** as needed to the correct number of millimeters for the known length. Also, the **Pixel Size** in micron appears for your reference.

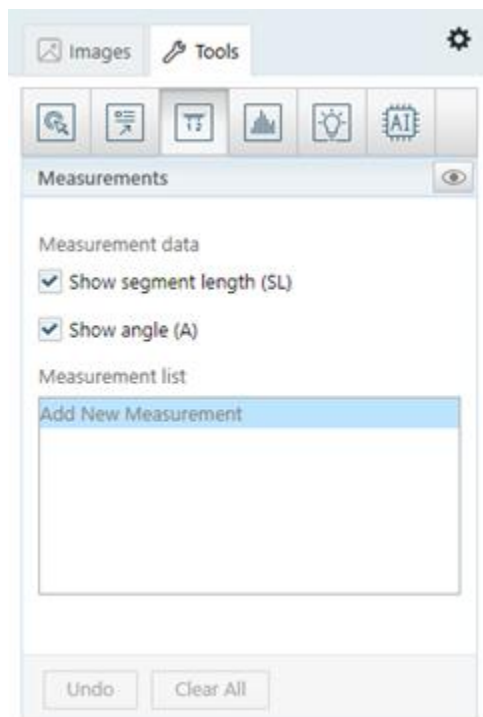


Note: Perform the calibration only if you are comfortable that you can measure the calibration object accurately and that the displayed results have the accuracy needed. Now that you have defined the length of the segment, all measurements you add will be calculated respective to that calibration.

- Do one of the following:
 - (For an X-ray or photo) Do one of the following:
 - If calibration is not required, **Measurements** is selected by default. Ignore this step.
 - If calibration is required and has been performed previously, **Measurements** selected by default. Ignore this step
 - If calibration is required and **Calibrate** is selected, select **Measurements**.



- (For a 3D volume) Calibration is not required, Ignore this step.

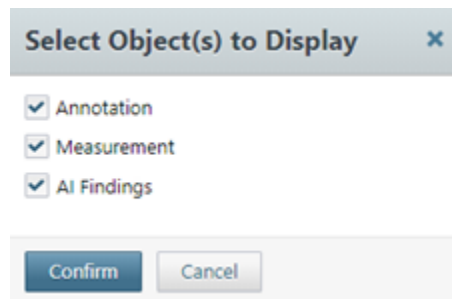


- c. Do the following:
- i. If **Add New Measurement** is not already selected in the **Measurement list**, select it.

- ii. Click and drag on the image to create a line (a yellow line with start and end points).
- iii. Click elsewhere on the image to create another line that is connected to the previous line's end point, and then continue clicking various areas on the image to create other connected lines as needed.
- iv. For each additional measurement that you want to add, select **Add New Measurement** in the **Measurement list** (the lines of the previous measurement turn red), and then repeat steps ii-iii.

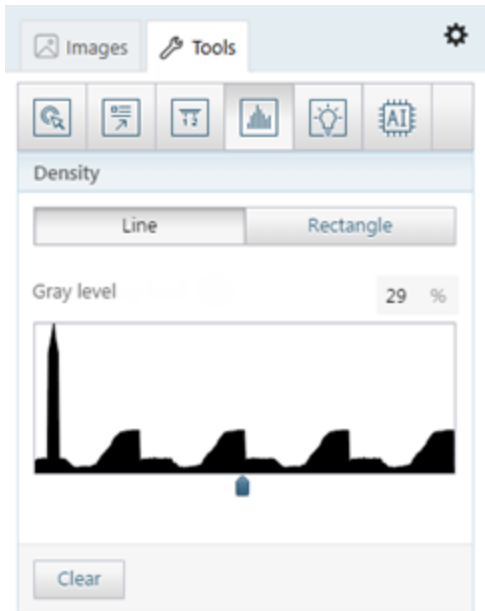
Notes:

- To show the calculated length of each line segment, select the **Show segment length (SL)** checkbox.
- To show the calculated angle where two line segments meet, select the **Show angle (A)** checkbox.
- With a measurement selected in the **Measurement list** (the corresponding lines become yellow), you can add connected lines by clicking various areas on the image.
- With a measurement selected in the **Measurement list** (the corresponding lines become yellow), you can remove connected lines in reverse order by clicking (or tapping) **Undo**.
- To remove all measurements from the image, click (or tap) **Clear All**.
- To switch between showing and hiding the lines and their calculated lengths and angles, click (or tap) the **Select object(s) to Display** button  to open the **Select Object(s) to Display** dialog box, select or clear the **Measurement** checkbox, and then click (or tap) **Confirm**.



- To switch between showing and hiding all annotations and measurements, click (or tap) the **Show/hide annotations and measurements** button . The button is available only if an annotation or a measurement has been applied to the image.
- (For a 3D volume only) To view a measurement on a slice that is not currently being displayed, click (or tap) that measurement in the **Measurement list**.
- Any warning text for known pixel size measurements appears below the **Measurement list**.

Density (Line)



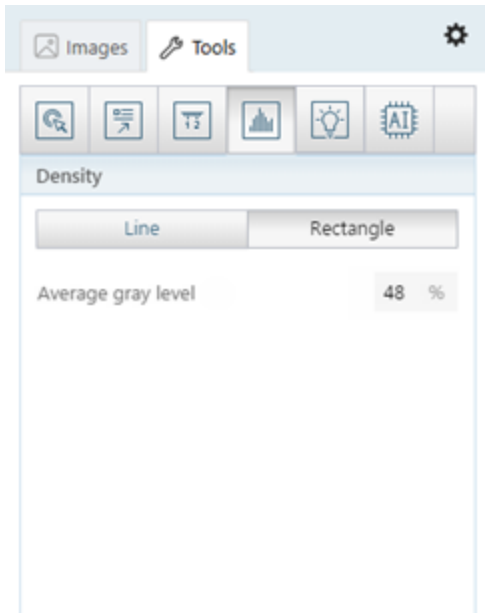
Important: Density measurements are calculated from specified points on the image and are reported from the actual pixel values selected. Image resolution, displayed size, and inherent image quality can all affect the accuracy of the Density measurement. However, the factor which has the greatest effect on the overall precision of a density measurement is the accuracy of the selected point or points to be measured.

(For an X-ray only) To get the density (gray level) from one point to another on the image, do the following:

- a. Click (or tap) **Line**.
- b. Click (or tap) a point on the image, and then click (or tap) another point to create a line.
A graph of the gray levels along the specified line appears, and the average **Gray level** is indicated.

Note: To remove the density line, click (or tap) **Clear**.

Density (Rectangle)

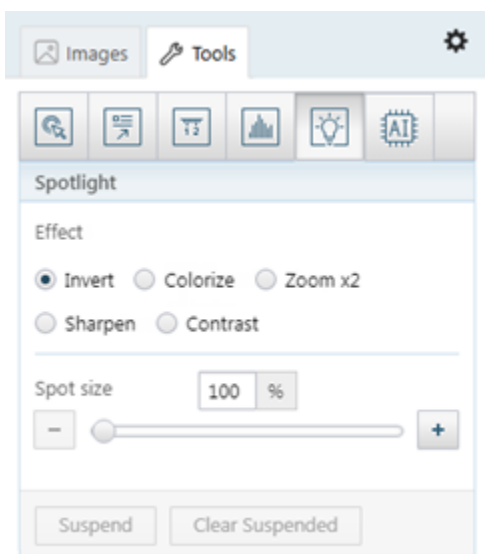


(For an X-ray only) To get the density (gray level) of a rectangular area on the image, do the following:

- a. Click (or tap) **Rectangle**.
- b. Click a point on the image, and then drag to another point to create a rectangle.

The **Average gray level** is indicated.

Spotlight



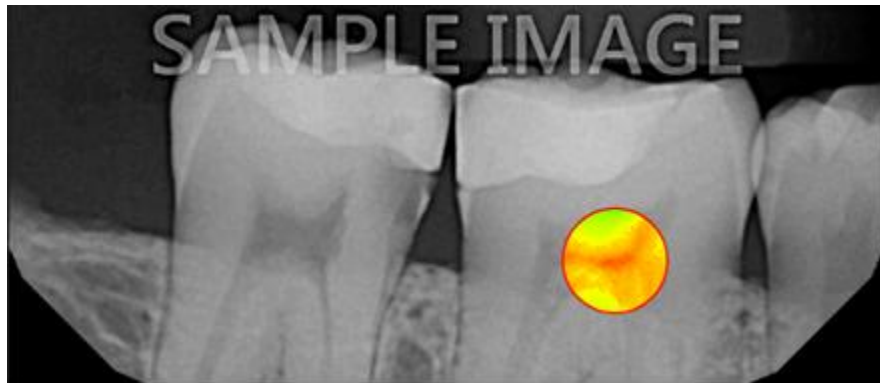
(For an X-ray or photo only) To add spotlights, do the following:

- a. Select an **Effect**: **Invert**, **Colorize** (for an X-ray only), **Zoom x2**, **Sharpen**, or **Contrast**.
- b. Move the **Spot size** slider to specify the size of the spotlight.
- c. Click (or tap) a specific area of the image to place the spotlight. A spotlight with a red border appears.

Invert



Colorize



Zoom x2



Sharpen



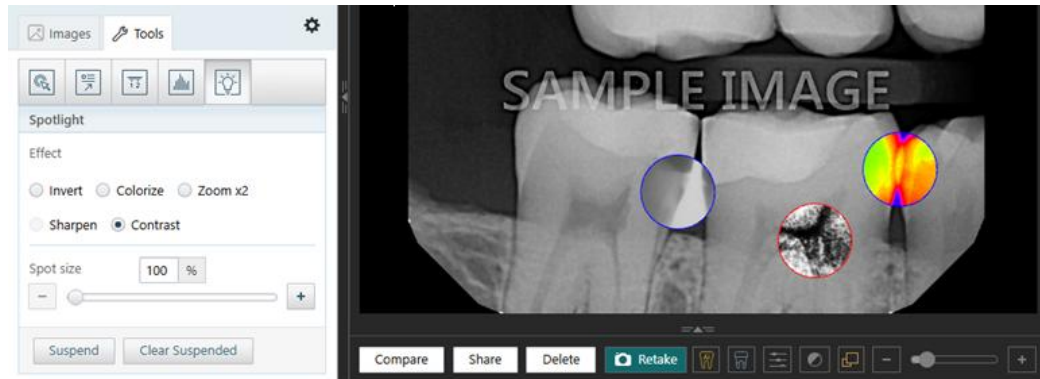
Contrast



- d. To move the spotlight, click (or tap) another area of the image.
- e. To suspend the spotlight on the image so that you can add other spotlights, click (or tap) **Suspend**. The border of the spotlight turns blue.



- f. Repeat steps a-e as needed to continue adding spotlights.

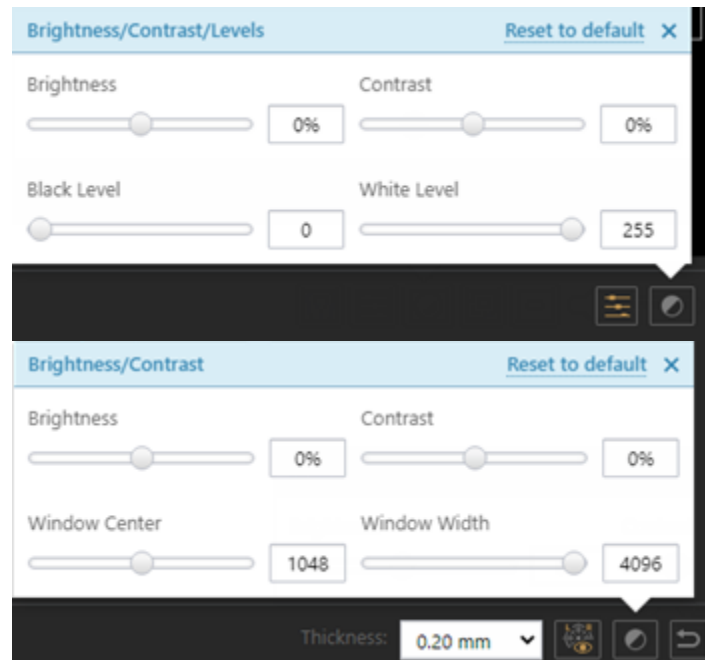


Note: To remove all spotlights, click (or tap) **Clear Suspended**, or select another processing tool.

7. Adjust the brightness, contrast, black level, white level, and/or window settings (for a 3D volume only) as needed.

Do the following:

- a. Click (or tap) the **Adjust brightness, contrast, and black/white levels** button.



- b. Do any of the following:
 - Move the **Brightness** slider to decrease or increase the brightness.
 - Click and drag up or down in the viewing area to decrease or increase the brightness.



- Move the **Contrast** slider to decrease or increase the contrast.
- Click and drag left or right in the viewing area to decrease or increase the contrast.



- Move the **Black Level** slider to decrease or increase the black level.
- Move the **White Level** slider to decrease or increase the white level.
- (For a 3D volume only) Move the **Window Center** slider to decrease or increase the value.
- (For a 3D volume only) Move the **Window Width** slider to decrease or increase the value.
- To reset all these settings to their default values, click (or tap) the **Reset to default** link.

Note: If you change any of these settings from their default values, the **Adjust brightness, contrast, and black/white levels** button becomes orange .

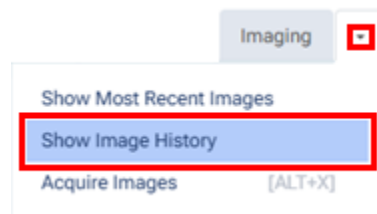
Deleting images

You can delete a single image or a series of images from a patient's record. You can delete images only if they are not associated with procedures that are attached to insurance claims.

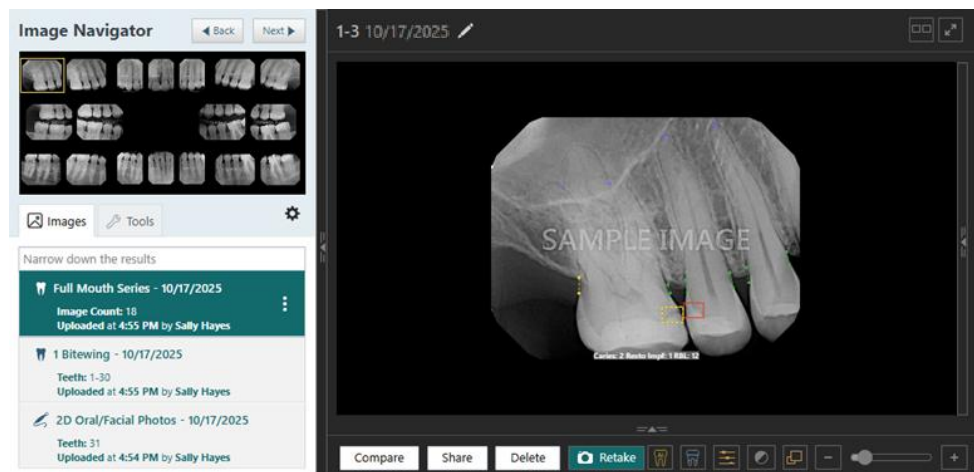
Notes: The procedures that are associated with the images that you are deleting will also be deleted or voided (if older than 120 days).

To delete images

1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. Do one of the following:
 - View an image from the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



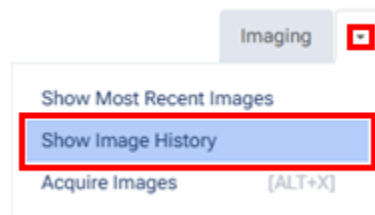
- b. On the **Images** tab, select an image (intraoral or extraoral; X-ray or photo) or a series (such as a full mouth series or bitewings).



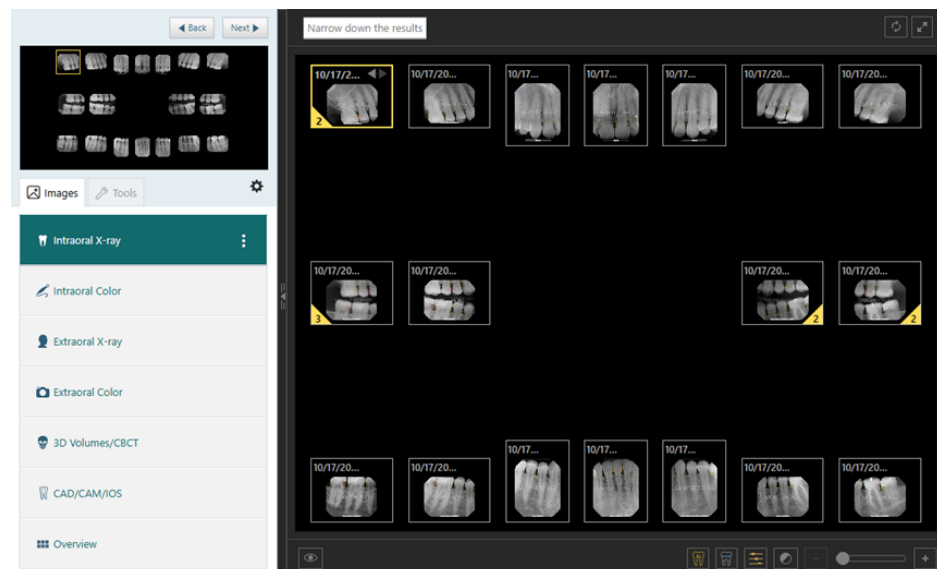
- c. If you have selected a series, under **Image Navigator**, click (or tap) an image of that series.



- View an image from the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

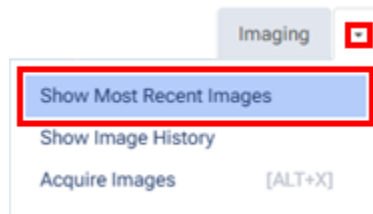


The patient's imaging page opens, and the **Intraoral X-ray** tab is selected by default.

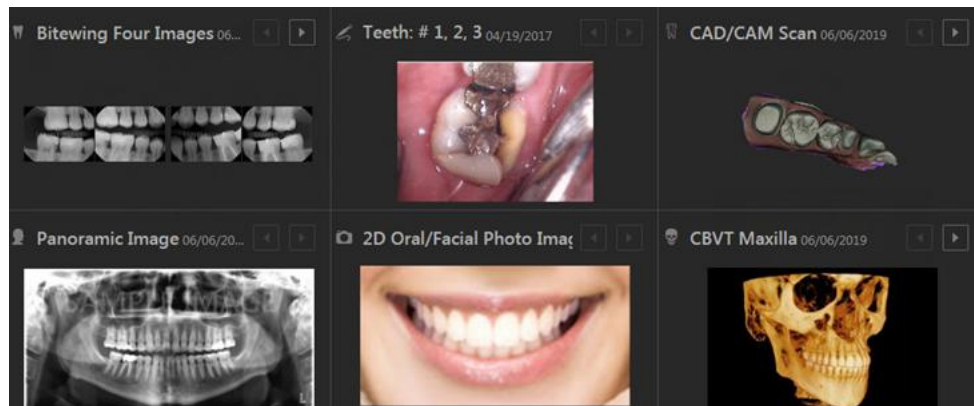


- b. Select one of the modality tabs to view the corresponding images: **Intraoral X-ray, Intraoral Color, Extraoral X-ray, or Extraoral Color**.

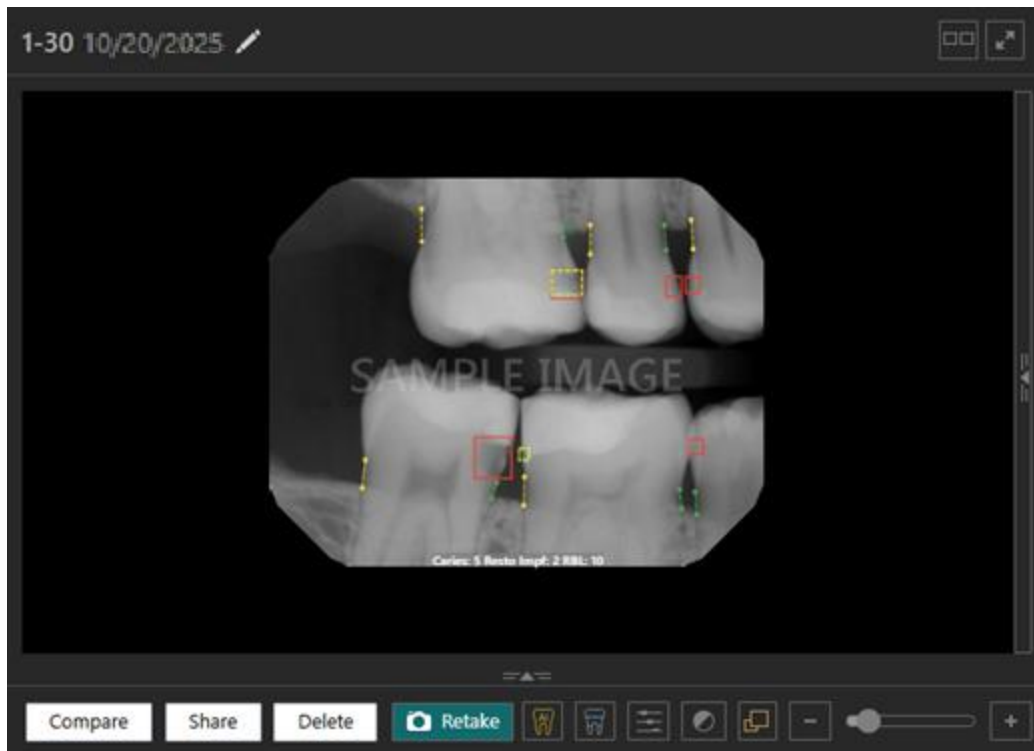
- c. To view an image (intraoral or extraoral; X-ray or photo), select it (a yellow border appears around it to indicate that it is selected), and then click (or tap) the item again.
- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.



- b. Click (or tap) any single image (intraoral or extraoral; X-ray or photo) or an image within a series (such as a full mouth series or bitewings).



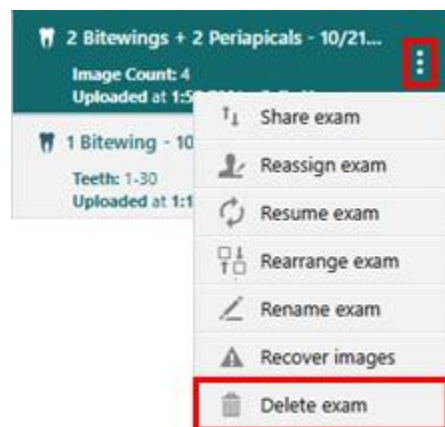
The selected image appears in the viewing area.



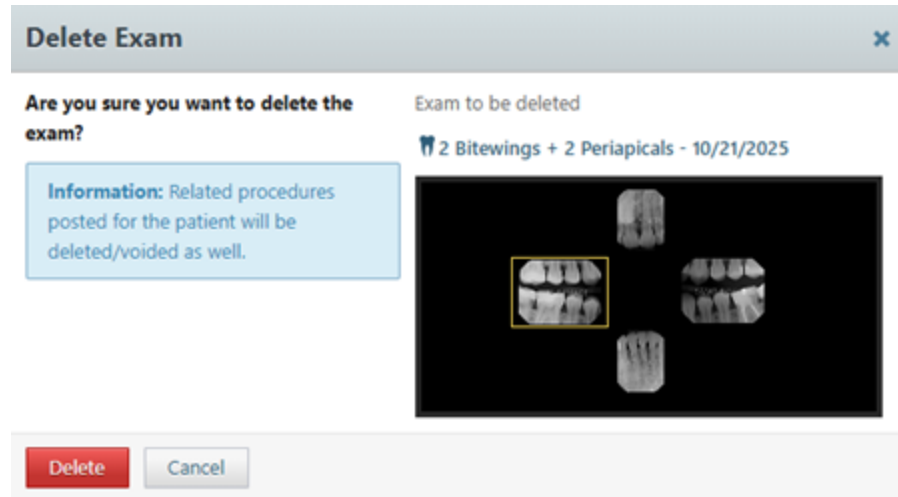
4. If the current template slot (for an intraoral X-ray image or an intraoral photo in a custom set) has multiple images assigned, to delete an image other than the top image of the stack, do any of the following as needed:
 - At the top of the viewing area, click (or tap) the **Previous** or **Next** button **Image: 2 of 3**     as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
Note: If the panel is collapsed, click (or tap) the handle  to expand the panel.



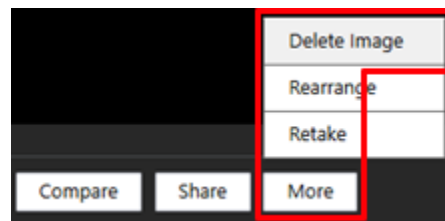
5. Do one of the following:
 - (Exam view only) Delete the entire series or the exam with one image:
 - a. On the corresponding options menu, click (or tap) **Delete exam**.



The **Delete Exam** confirmation message appears.



- b. Click (or tap) **Delete**.
- Delete the selected image:
 - a. Either click (or tap) **Delete**, or select the **Delete Image** option on the **More** menu.



A confirmation message appears.

- b. Click (or tap) **Yes**.

Note: If you delete an image that has been set as the top of the stack, the next image down in the stack becomes the top, and it is selected. If you delete an image other than the top image, the top image is selected.

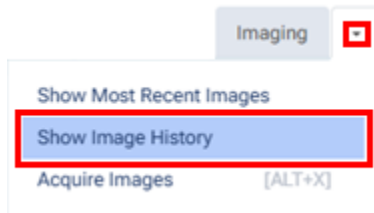
Reassigning images to a different patient

You can move a single image or a series of images from one patient's record to another's. You can move images only if they are not associated with procedures that are attached to insurance claims.

Note: The procedures that are associated with the images that you are moving will be deleted or voided (if older than 120 days) in the original patient's record and posted to the new patient's record.

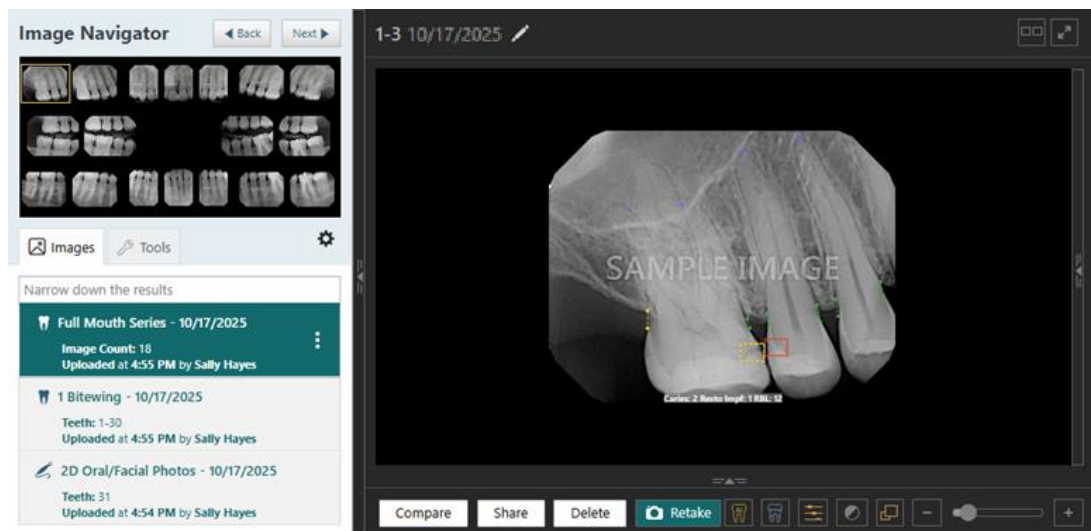
To manipulate an image

1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.

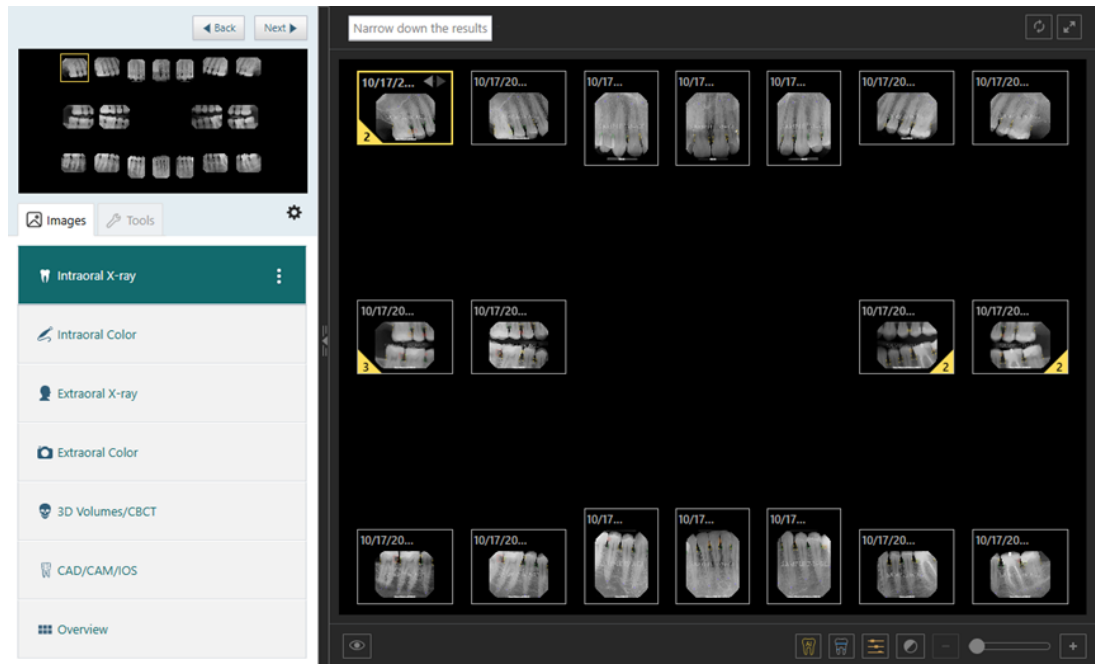


One of the following occurs:

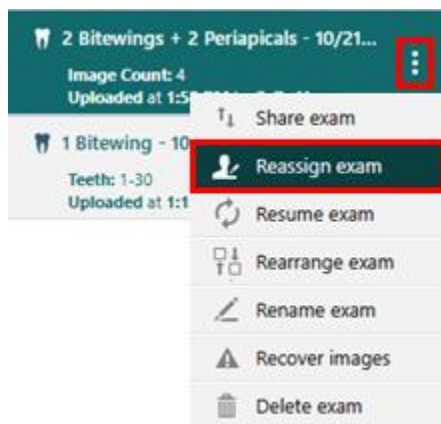
- In the Exam view - The patient's imaging page opens to the history view. The most recent image, series (such as a full mouth series or bitewings), or set of photos (which was acquired using a custom imaging procedure) is selected by default on the **Images** tab.



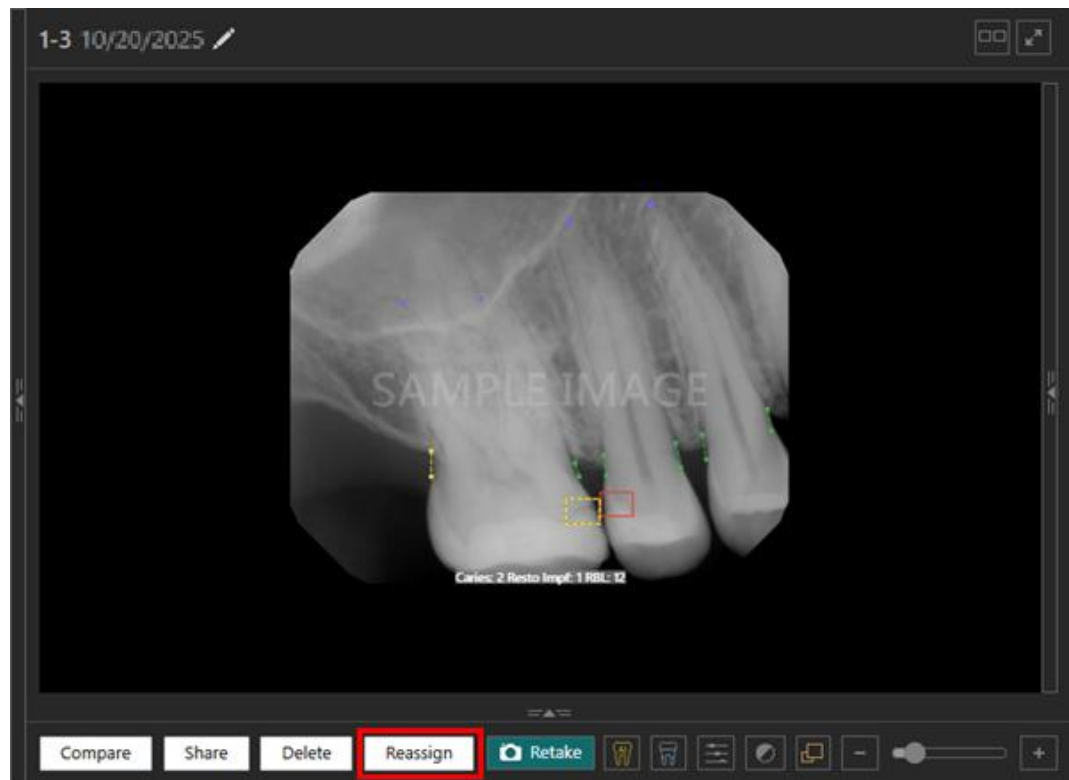
- In the Modality view - The **Intraoral X-ray** tab is selected by default, and all the slots of the template appear.



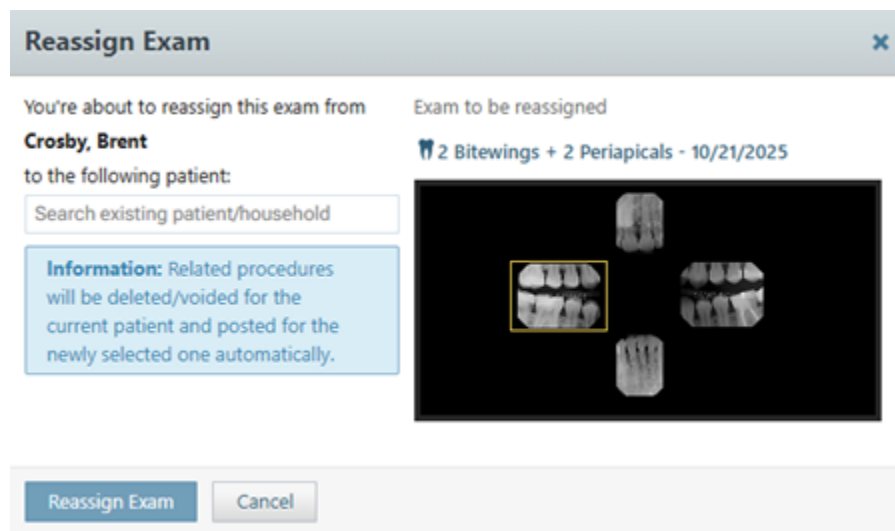
4. Do one of the following:
 - In the Exam view - Select an image or a series (such as a full mouth series or bitewings).
 - In the Modality view - Select a modality tab on the left, select an image on the right, and then click (or tap) it again.
5. Do one of the following:
 - In the Exam view - Click (or tap) the **More Options** button (three vertical dots) to view the exam's options menu, and then select **Reassign exam**.



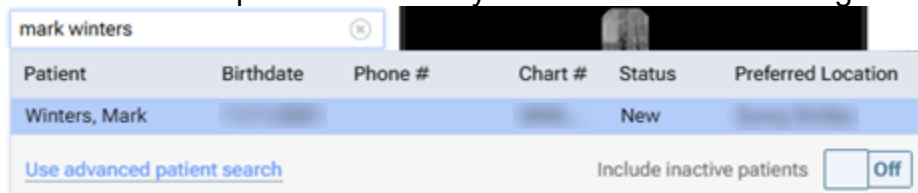
- In the Modality view - Click (or tap) **Reassign**.



The **Reassign Exam** dialog box appears.



6. Use the **Search existing patient/household** search box to search for and select the name of the patient to whom you want to move the images.



7. Either press Enter, or click (or tap) **Reassign Exam**.

Sharing images

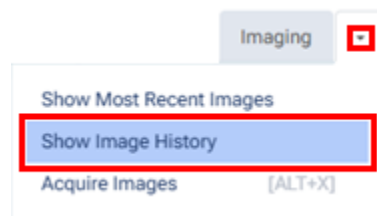
You can export and print images.

Exporting images

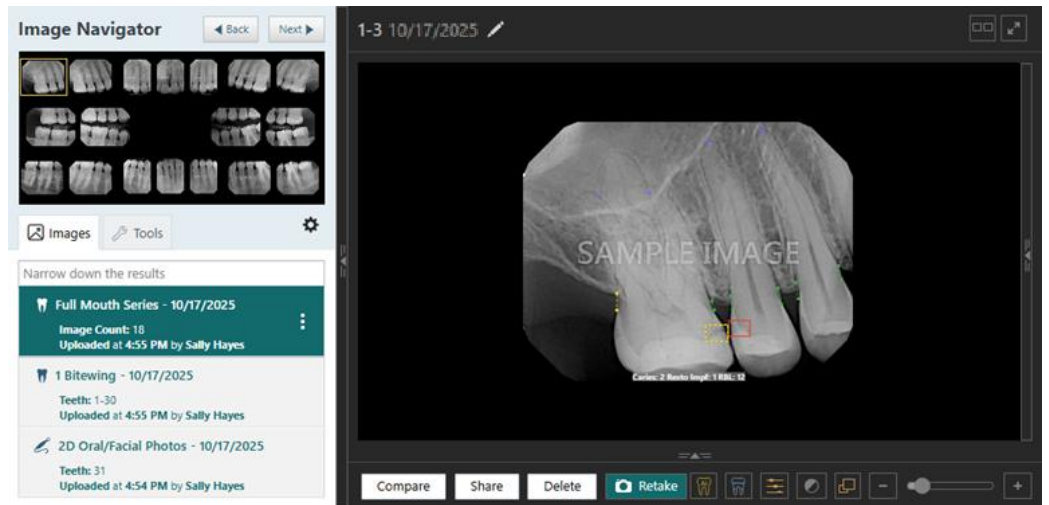
You can export an individual image, one or more images in a series or set, or an entire series or set.

To export images

1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
1. Do one of the following:
 - View an image or a series or set in the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



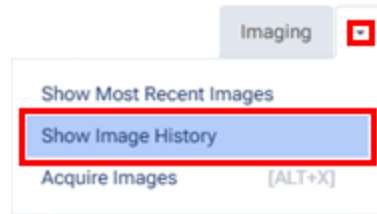
- b. On the **Images** tab, select an acquired image (X-ray image, 2D photo, CAD/CAM scan, or 3D image), an acquired series of X-rays (such as a full mouth series or bitewings), or an acquired set of 2D photos.



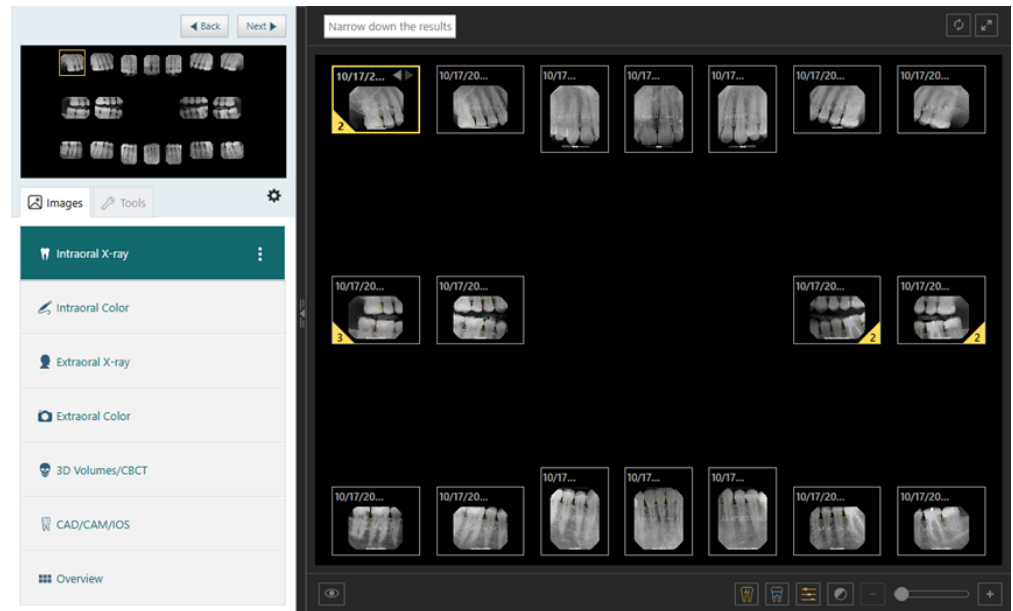
The selected image (or the first of the selected series or set) appears in the viewing area.



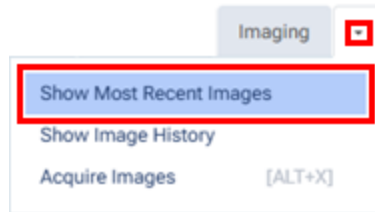
- View an image in the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



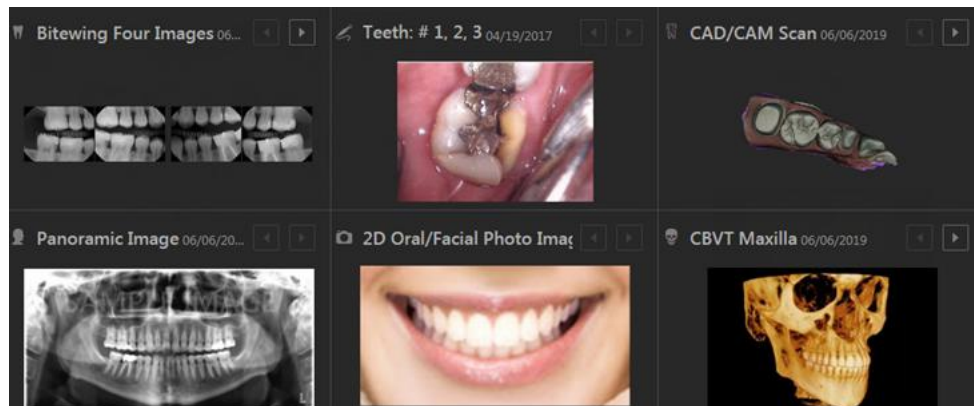
The patient's imaging page opens, and the **Intraoral X-ray** tab is selected by default.



- b. Select one of the modality tabs to view the corresponding images: **Intraoral X-ray**, **Intraoral Color**, **Extraoral X-ray**, **Extraoral Color**, **3D Volumes/CBCT**, or **CAD/CAM/IOS**.
- c. To view an image (intraoral or extraoral; X-ray or photo), CAD/CAM scan, or 3D volume, select it (a yellow border appears around it to indicate that it is selected), and then click (or tap) the item again.
- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.



- b. Click (or tap) an acquired image (X-ray image, 2D photo, CAD/CAM scan, or 3D image), an image in an acquired series of X-rays (such as a full mouth series or bitewings), or an image in an acquired set of 2D photos.



The selected image (or the first of the selected series or set) appears in the viewing area.



2. If you are viewing a series (such as a full mouth series or bitewings) or a set of 2D photos, to view a different image of that series or set, under **Image Navigator**, click (or tap) an image.



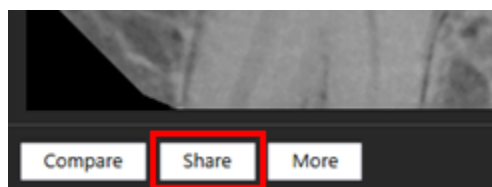
3. If you are viewing an individual image or an image in either a series (such as a full mouth series or bitewings) or a set of 2D photos (in a custom template), and if the current template slot has multiple images assigned, to export an image other than the top image of the stack, do any of the following as needed:
- At the top of the viewing area, click (or tap) the **Previous** or **Next** button **Image: 2 of 3** ◀ ▶ ◻ ◻ as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
Note: If the panel is collapsed, click (or tap) the handle ≡ to expand the panel.



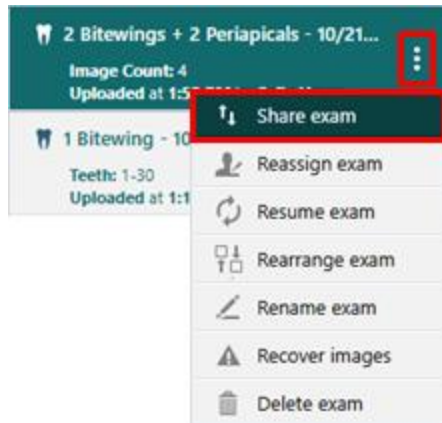
4. For a series (such as a full mouth series or bitewings) or a set of 2D photos (in a custom template), if multiple template slots have multiple images assigned, and if you want to export images that are not top images of their stacks, click (or tap) the **Series Mode** button  to view all the images in the series at once in the viewing area. For any selected template slot with multiple images assigned, click (or tap) the **Previous** or **Next** button (at the top) as needed to view the desired image in the stack.



5. Do one of the following:
- Click (or tap) **Share**.



- (Exam view only) On the corresponding options menu, select **Share exam**.



One of the following occurs:

- For a CAD/CAM scan, the image is downloaded as a .ply file. Ignore the remaining steps.
- The **Exam or Image(s) to be shared** dialog box appears. Proceed to the next step.

If you used the **Share** button



If you used the **Share exam** menu option



6. Set up the following options:

- **Include image enhancements** - Select this checkbox to apply an enhancement, which adds a balance of sharpening and contrast levels that affects the overall sharpness and contrast, to any of the images being exported that have enhancement applied to their originals. Any images being exported that do not have enhancement applied to their originals will not be exported with enhancement. Clear this checkbox to not enhance any of the images being exported even if enhancement has been applied to their originals.
- **Include annotations and measurements** - Select this checkbox to include any annotations, measurements, and visible AI findings (if applicable) that were added to the images being exported. Clear this checkbox to export the images without the annotations, measurements, and caries detections.
- **Export as JPG (Otherwise PNG)** - Select this checkbox to export the selected images as .jpg files. Clear this checkbox to export the selected images as .png files. If you are exporting multiple images, they will be saved as individual images in one compressed folder.
- **Share exam as** - For a series, select one of the following options:
 - **Entire exam in one image** - To export all the images in the series as one file. A yellow box appears around the entire preview area to indicate that the series is being exported.

Notes:

- This option is selected by default if you used the **Share exam** menu option in the previous step for either a series or an individual image (an image that does not belong to a series).
- If the **Entire exam in one image option** is selected, and you select an image in the preview area, the **Selected**

image(s) in separate image(s) option is selected automatically.

- **Entire exam in separate image(s)** - To export the images in the series as separate files. A yellow box appears around the entire preview area to indicate that the series is being exported.
- **Selected image(s) in one image** - To export certain images in the series as one file.

With this option selected, the image (which belongs to the series) that was being viewed is selected in the preview area by default. Click (or tap) the other desired images in the preview area. Yellow boxes appear around the selected images to indicate that those images are being exported. If necessary, you can click (or tap) a selected image to remove the yellow box so it is not exported, but at least one of the images in the series must be selected.

- **Selected image(s) in separate image(s)** - To export certain images in the series as separate files.

Note: This option is selected by default if you used the **Share** button in the previous step for either an image in a series or an individual image (an image that does not belong to a series).

With this option selected, the image (which belongs to the series) that was being viewed is selected in the preview area by default. Click (or tap) the other desired images in the preview area. Yellow boxes appear around the selected images to indicate that those images are being exported. If necessary, you can click (or tap) a selected image to remove the yellow box so it is not exported, but at least one of the images in the series must be selected.

Note: For an individual image (an image that does not belong to a series), that image is exported as an individual file regardless of the **Share exam** option that is selected.

7. Click (or tap) **Export**.
The images are downloaded.

Notes:

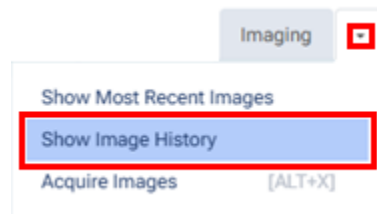
- The acquisition date and tooth numbers (individually or as a range) appear as captions on images that have been exported. Having this information on images that are attached to a claim can help prevent that claim from being rejected.
- The name of an exported file consists of the patient name, acquisition date, and tooth numbers (individually or as a range).

Exporting 3D volumes

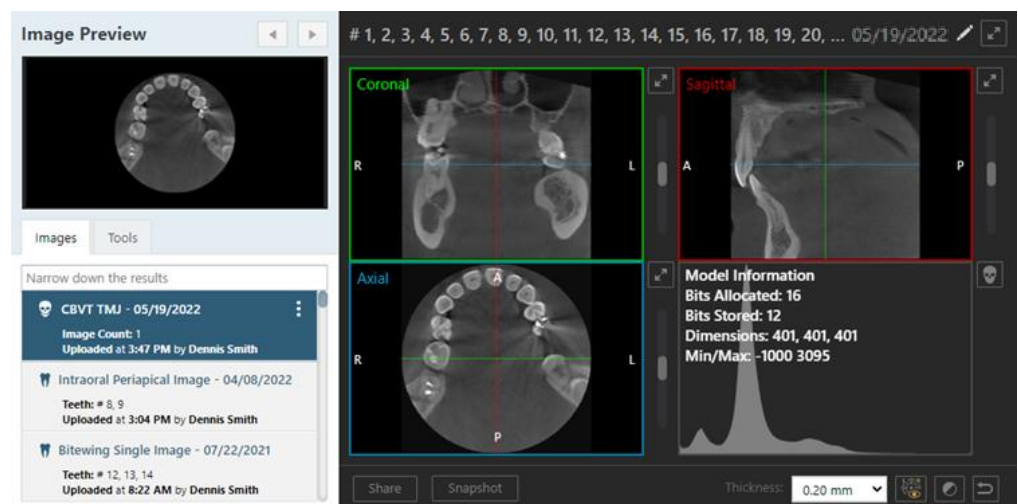
With DICOM support, you can export a 3D volume by downloading it as a file or sending it to a third-party application.

To export a 3D volume

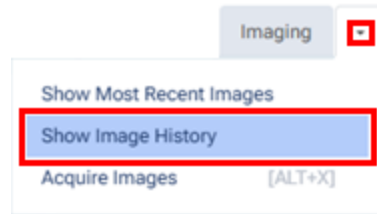
1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. Do one of the following:
 - View a 3D volume in the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



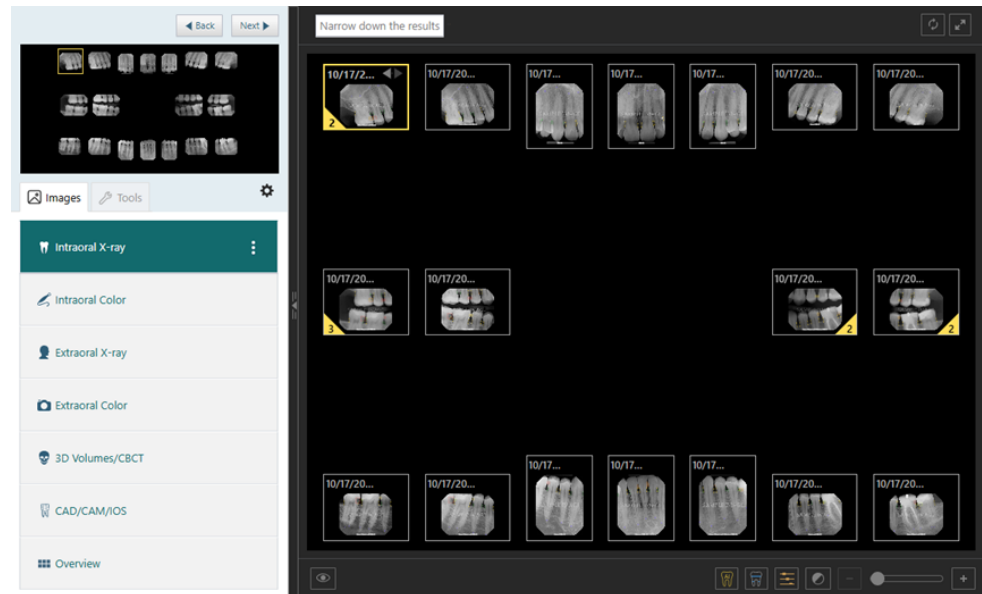
- b. On the **Images** tab, select an acquired 3D volume.



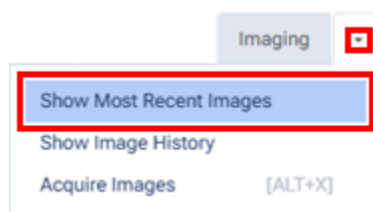
- View a 3D volume in the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart, Progress Notes, Quick Exam, Perio, Tx Planner, or Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



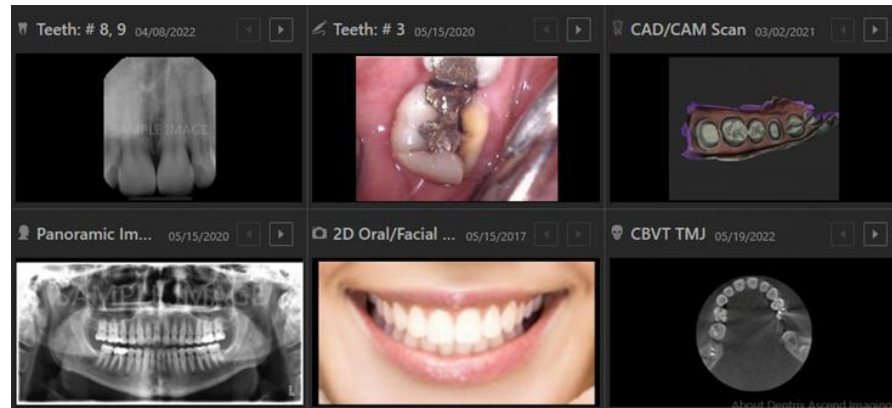
The patient's imaging page opens, and the **Intraoral X-ray** tab is selected by default.



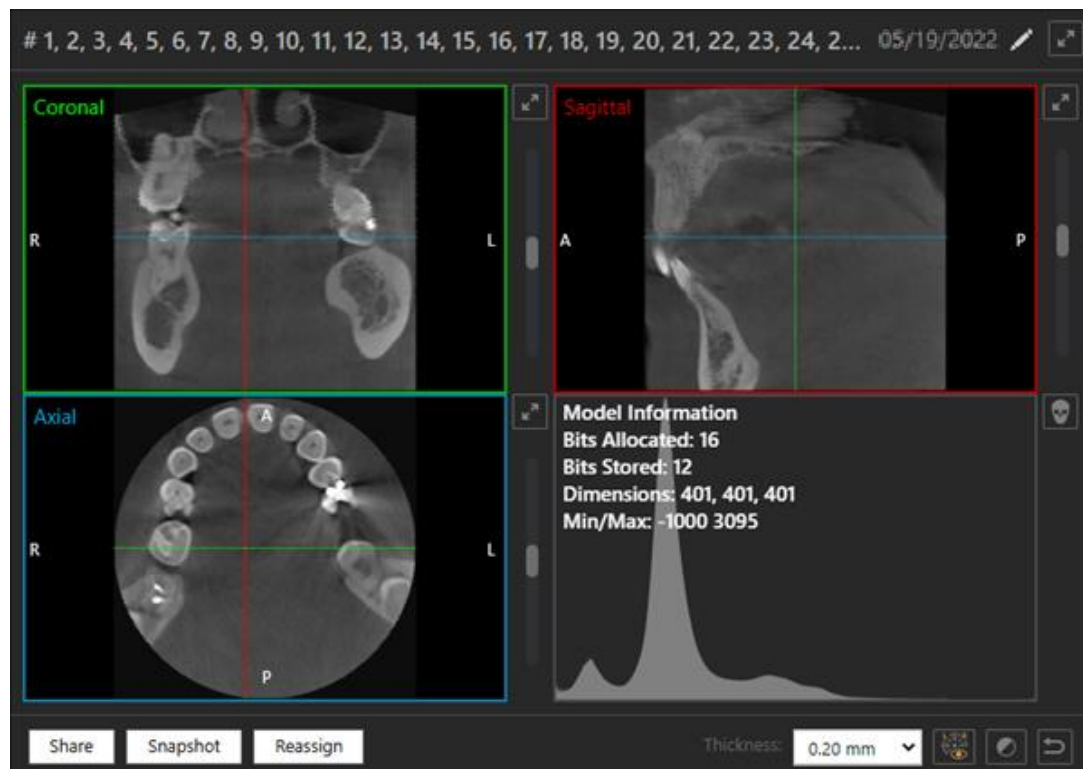
- b. Select the **3D Volumes/CBCT** modality tab to view the corresponding images.
- c. To view a 3D volume, select it (a yellow border appears around it to indicate that it is selected), and then click (or tap) the item again.
- View one of the patient's most recent 3D volumes.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.



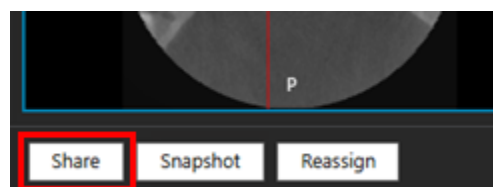
b. Click (or tap) an acquired 3D volume.



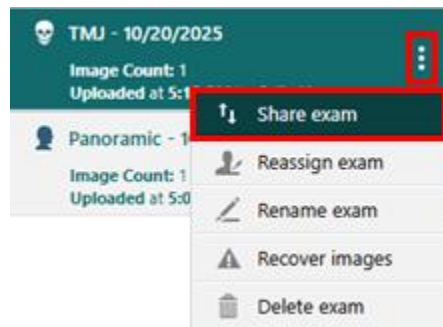
The selected 3D volume appears in the viewing area.



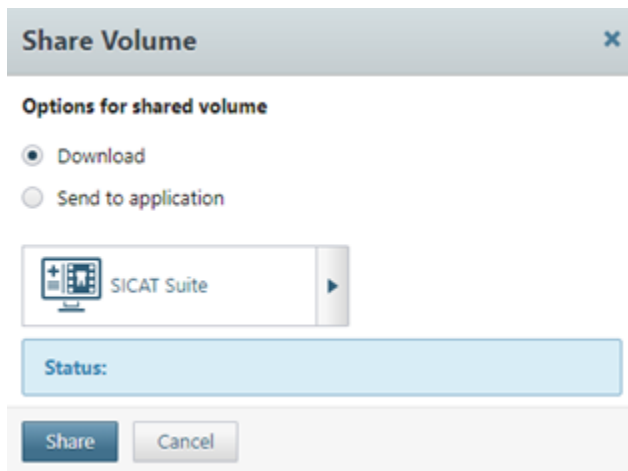
4. Do one of the following:
- Click (or tap) **Share**.



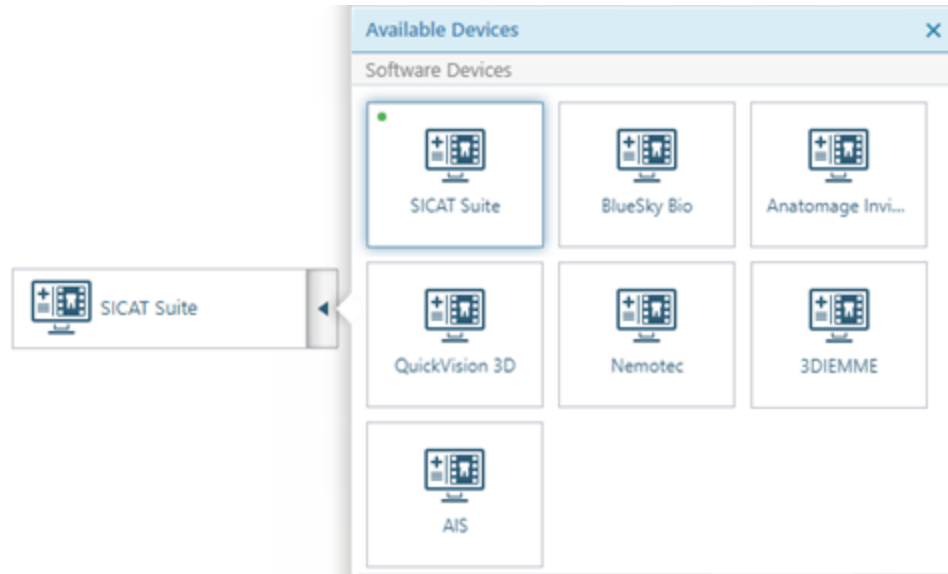
- (Exam view only) From the options menu of the 3D imaging acquisition, click (or tap) **Share exam**.



The **Share Volume** dialog box appears.



5. Do one of the following:
 - To download the 3D volume as one .dcm file, select the **Download** option.
 - To send the 3D volume to a third-party application, select the **Send to application** option. Then, select the correct application in the **Available Devices** menu if it is not already selected.



Note: Currently, the only supported third-party applications are SICAT Suite, BlueSky Bio, Anatomage Invivo, QuickVision 3D, Nemotec, 3DIEMME, and AIS.

6. Click (or tap) **Share**.

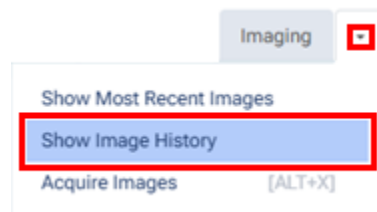
The 3D volume is either downloaded or sent to the selected application.

Printing images

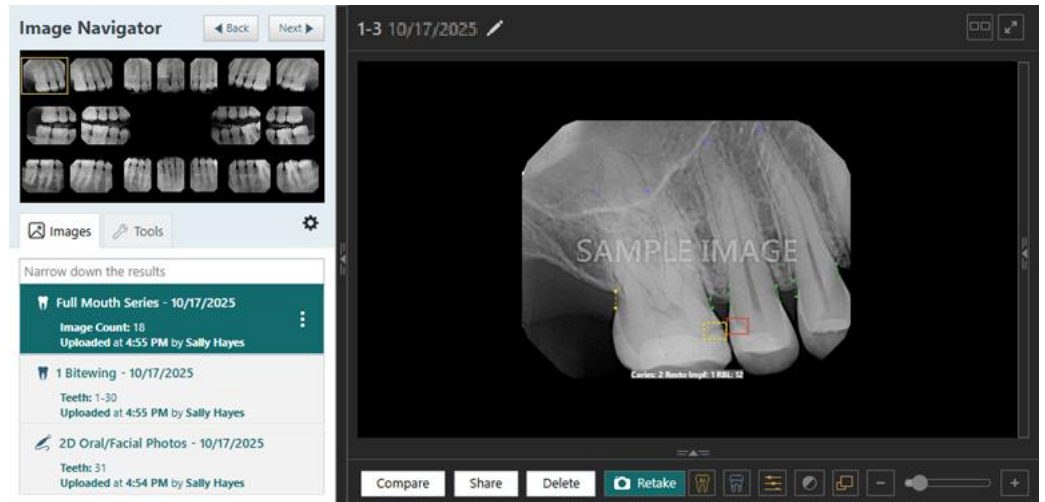
You can print an image, a specific image of a series, or an entire series (such as a full mouth series).

To print images

1. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
2. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. Do one of the following:
 - View an image or a series in the patient's image history list (Exam view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



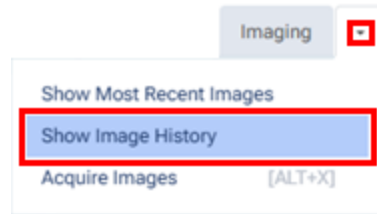
- b. On the **Images** tab, select an image or a series (such as a full mouth series or bitewings).



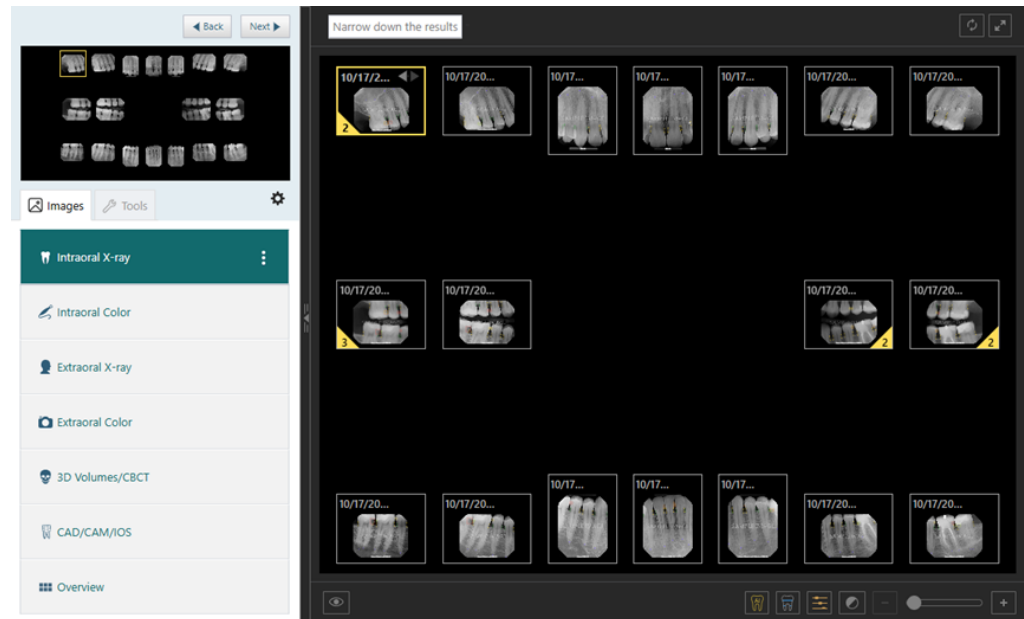
The selected image (or the first of the selected series) appears in the viewing area.



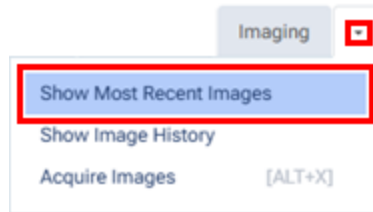
- View an image (intraoral or extraoral; X-ray or photo) in the patient's image history list (Modality view).
 - a. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Image History**.



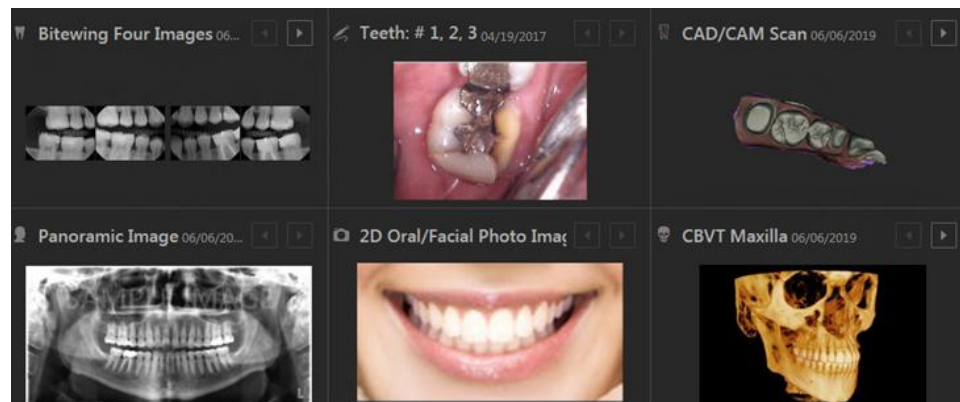
The patient's imaging page opens, and the **Intraoral X-ray** tab is selected by default.



- b. Select one of the modality tabs to view the corresponding images: **Intraoral X-ray**, **Intraoral Color**, **Extraoral X-ray**, or **Extraoral Color**.
- c. To view an image (intraoral or extraoral; X-ray or photo), select it (a yellow border appears around it to indicate that it is selected), and then click (or tap) the item again.
- View one of the patient's most recent images.
 - a. Do one of the following:
 - On the **Patient** menu, under **Clinical**, select **Imaging**.
 - On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**. Then, on the **Imaging** tab's menu, select **Show Most Recent Images**.



- b. Click (or tap) any single image (intraoral X-ray, intraoral photo, extraoral photo, extraoral X-ray, CAD/CAM scan, or 3D volume) or an image within a series (such as a full mouth series or bitewings).



The selected image (or the first of the selected series) appears in the viewing area.



4. If you are viewing a series (such as a full mouth series or bitewings) or a set of 2D photos, to view a different image of that series or set, under **Image Navigator**, click (or tap) an image.



5. If you are viewing an individual image or an image in either a series (such as a full mouth series or bitewings) or a set of 2D photos (in a custom template), and if the current template slot has multiple images assigned, to print an image other than the top image of the stack, do any of the following as needed:
- At the top of the viewing area, click (or tap) the **Previous** or **Next** button **Image: 2 of 3** ◀ ▶ ◻ ◻ as needed to view the desired image in the stack.
 - On the image stack panel (near the bottom of the viewing area), click (or tap) the desired thumbnail image to view that image in the viewing area.
Note: If the panel is collapsed, click (or tap) the handle ≡ to expand the panel.

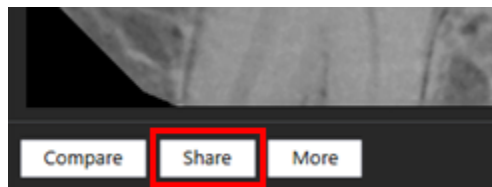


6. For a series (such as a full mouth series or bitewings) or a set of 2D photos (in a custom template), if multiple template slots have multiple images assigned, and if

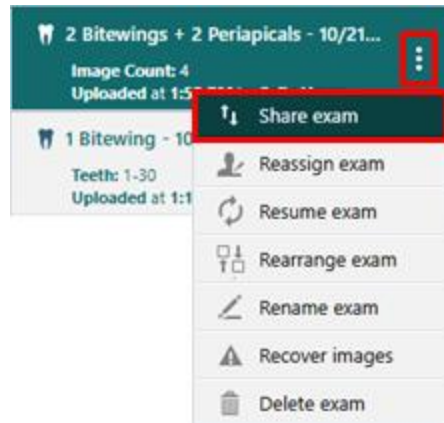
you want to print images that are not top images of their stacks, click (or tap) the **Series Mode** button  to view all the images in the series at once in the viewing area, For any selected template slot with multiple images assigned, click (or tap) the **Previous** or **Next** button (at the top) as needed to view the desired image in the stack.



7. Do one of the following:
 - Click (or tap) **Share**.



- (Exam view only) From the options menu of the image or series, click (or tap) **Share exam**.



The **Exam or Image(s) to be shared** dialog box appears. Proceed to the next step.

If you used the **Share** button



(Exam view only) If you used the **Share exam** menu option



8. Set up the following options:

- **Include image enhancements** - Select this checkbox to apply an enhancement, which adds a balance of sharpening and contrast levels that affects the overall sharpness and contrast, to any of the images being printed that have enhancement applied to their originals. Any images being printed that do not have enhancement applied to their originals will not be printed with enhancement. Clear this checkbox to not enhance any of the images being printed even if enhancement has been applied to their originals.
- **Include annotations and measurements** - Select this checkbox to include any annotations, measurements, and visible AI findings (if applicable) that were added to the images being printed. Clear this checkbox to print the images without the annotations, measurements, and caries detections.
- **Share exam as** - For a series, select one of the following options:
 - **Entire exam in one image** - To print all the images in the series on one page. A yellow box appears around the entire preview area to indicate that the series is being printed.

Notes:

- This option is selected by default if you used the **Share exam** menu option in the previous step for either a series or an individual image (an image that does not belong to a series).
- If the **Entire exam in one image option** is selected, and you select an image in the preview area, the **Selected image(s) in separate image(s)** option is selected automatically.

- **Entire exam in separate image(s)** - To print each image in the series on a separate page. A yellow box appears around the entire preview area to indicate that the series is being printed.
- **Selected image(s) in one image** - To print certain images in the series on one page.

With this option selected, the image (which belongs to the series) that was being viewed is selected in the preview area by default. Click (or tap) the other desired images in the preview area. Yellow boxes appear around the selected images to indicate that those images are being printed. If necessary, you can click (or tap) a selected image to remove the yellow box so it is not printed, but at least one of the images in the series must be selected.

- **Selected image(s) in separate image(s)** - To print certain images in the series, each on a separate page.

Note: This option is selected by default if you used the **Share** button in the previous step for either an image in a series or an individual image (an image that does not belong to a series).

With this option selected, the image (which belongs to the series) that was being viewed is selected in the preview area by default. Click (or tap) the other desired images in the preview area. Yellow boxes appear around the selected images to indicate that those images are being printed. If necessary, you can click (or tap) a selected image to remove the yellow box so it is not printed, but at least one of the images in the series must be selected.

Note: For an individual image (an image that does not belong to a series), that image is exported as an individual file regardless of the **Share exam** option that is selected.

9. Click (or tap) Print.

A .pdf file of the images is created for you to print.

Ortho Report

The Ortho Report is a standardized orthodontic report that gives providers the ability to drag and drop images from the filmstrip into 8 pre-defined slots. After the images are mounted into the report, they can be altered by adjusting the individual image. You can then export the report as a PDF.

Creating an Ortho Report

Select the Ortho Report from the list of exam types to begin creation. The Ortho Report launches. You will see 8 pre-defined image slots, which include the following:

- Top row: Profile, Front, and Front-Smile
- Middle row: Maxillary and Mandibular
- Lower Row: Bite-Right, Bite-Front, and Bite-Left

Ortho Report 4/29/2026 ✎

Profile Front Front-Smile

Maxillary

Jonathon Doe
DOB 9/4/1975
[Aligner Treatment Progress](#) ✎
4/29/2026
Sample Organization ✎

Mandibular

Close-Bite-Right Close-Bite-Front Close-Bite-Left

Show images from All dates ▼ Drag and Drop an image into the exam Import from File

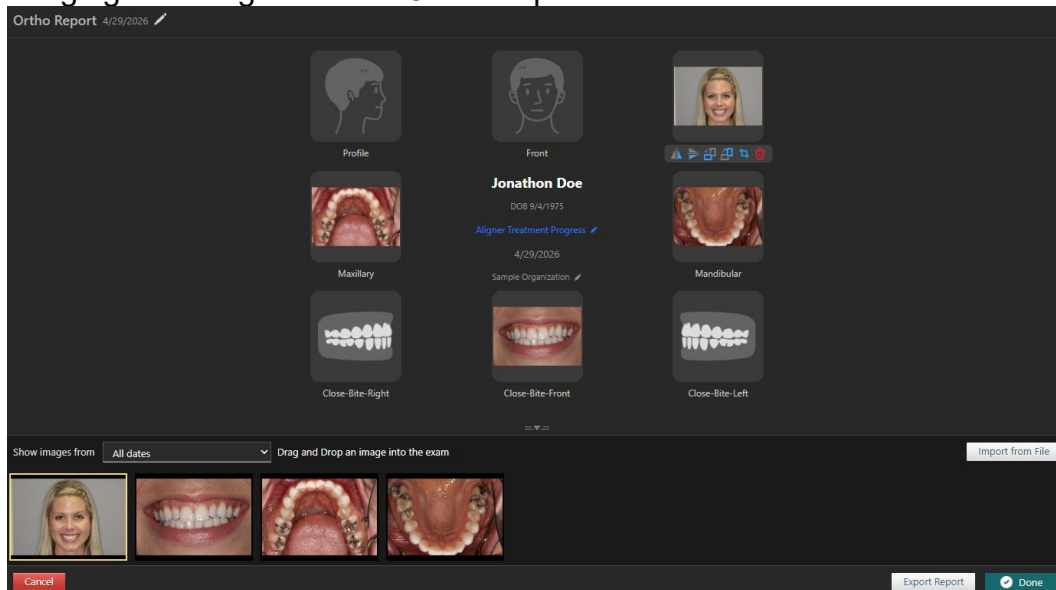
Cancel Export Report Done

In the center area of the report, you see three fields pulled in automatically by Imaging, and two editable fields, shown as follows:

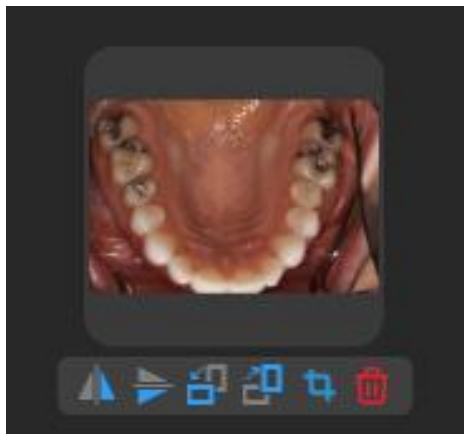
- Patient's name
- Date of birth
- An editable field (indicated by the pencil icon) used to name or individualize the report
- Today's date
- An editable field (indicated by the pencil icon) used to define the organization or location to further personalize the report.

Drag Images into Ortho Report

You can drag images into the pre-defined, standardized slots in the Ortho Report from the filmstrip below. Use the drop-down menu to filter images by exam date or show all dates. You can replace the image you place into the report by dropping a new image on a filled slot. Select import from file to import a file that will be used for the report into Imaging and drag it into the Ortho Report.



Note: You add an image from the filmstrip to the Ortho Report, the original image stays below and the editor toolbar appears as that image is selected, or active, within the report. From the editor toolbar, you have an option to remove an image by clicking on the red trashcan icon on the far right.



When you click the trashcan button, you will see the image get removed. If the image was imported, it would return to the filmstrip.

Altering Images in Ortho Report

From the editor toolbar, you will have the ability to alter the selected image by using the buttons, shown here:



You can use the buttons on the editor to perform the following actions:

- Flip horizontally
- Flip vertically
- Rotate counterclockwise
- Rotate Clockwise
- Crop
- Remove the image

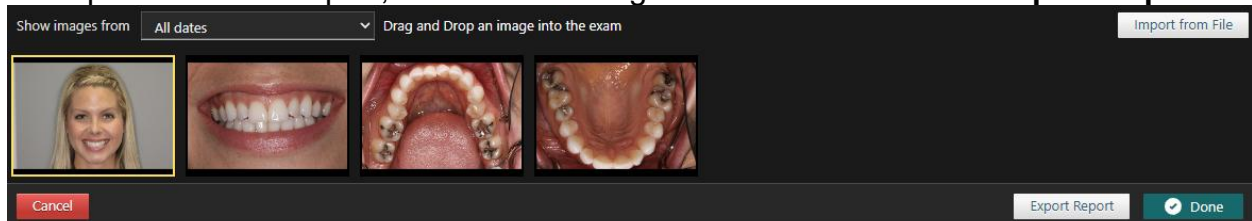
When you use the flip buttons, the image is mirrored. Clicking one of the two rotation buttons rotates the image 90 degrees.

You are also able to adjust the brightness and contrast of the image. To adjust the brightness, drag up and down on the image. To adjust the contrast, drag left to right/right to left on the image.

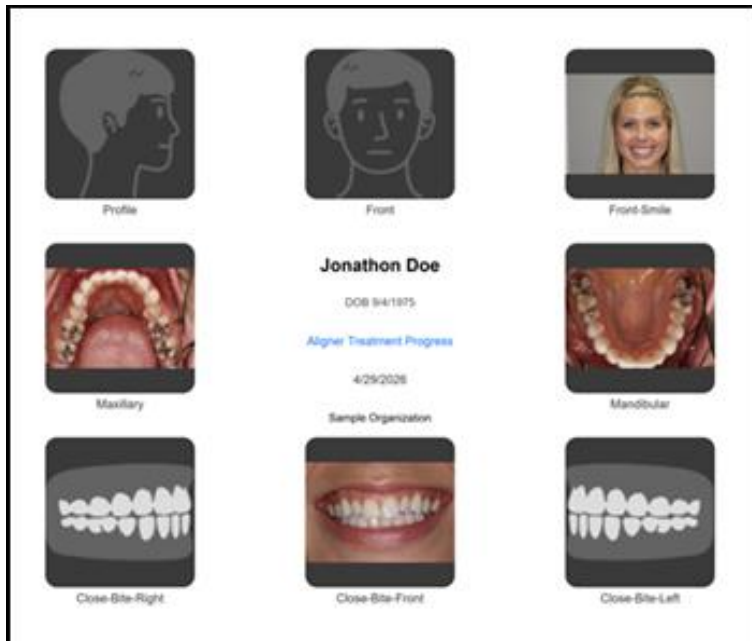
Note: All adjustments are applied only to the slot instance; original images are unchanged and full image resolution is preserved.

Exporting the Ortho Report

To export an Ortho Report, from the lower-right of the screen click on **Export Report**.



You can select the location to export the report to and rename the report. It will look similar to what is shown below:



Attaching images to claims

You can attach images that you have acquired using Imaging to a claim.

To attach images to a claim

1. Click (or tap) a claim on the **Unsent Claims** page, the **Sent Claims** page, a patient's **Insurance Claims** page, or a patient's ledger. The **Claim Detail** dialog box appears.
2. Click (or tap) the **Attachments** tab.

Procedures

General

Claim Info

Attachments

Status/History

Add Image

Add from Document Manager

Add Perio Exam ▾

Add Narrative ▾

Remove Selected

☐ All	Document Name	Classification / Type	Size	Date Attac...	Attachment ID

Total Size 0 MB ⓘ

Save

Resubmit

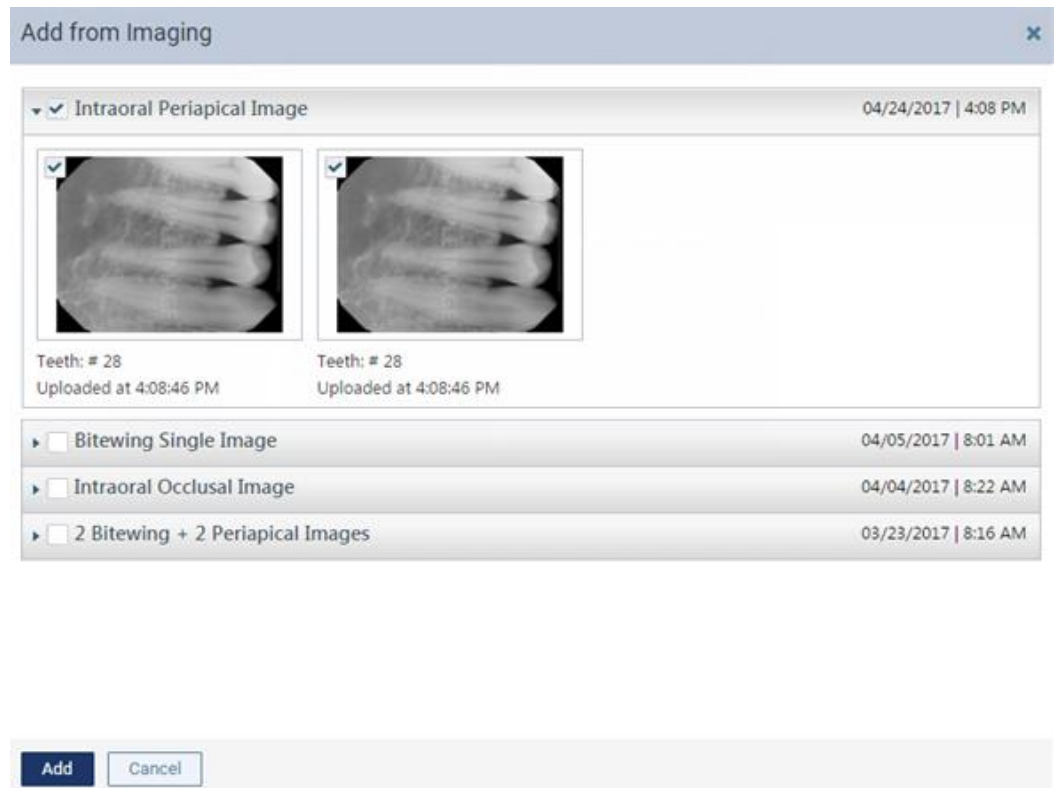
Print

Cancel

Delete Claim

3. Add images from the patient's images:
 - a. Click (or tap) **Add Image**.

The **Add from Imaging** dialog box appears.



- b. Click (or tap) a procedure with the correct date of service to view the corresponding images. Select the checkbox next to the procedure name to attach all the images in that section to the claim, or individually select the checkboxes of images that you want to attach to the claim. Repeat this process as needed.

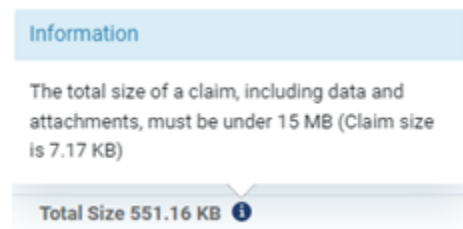
Notes:

- If all the images for a given procedure (such as a full mouth series) are selected, they are attached to the claim as a single image with a resolution of 1920 x 1080.
- If all the images for a given procedure are selected, the images will be attached to the claim together (the entire series/set will be presented as one image). However, for any slot of the set/series with multiple images (images with the same assigned tooth numbers), only the top image of the stack will be attached to the claim.
- If only some of the images for a given procedure are selected, each image will be attached to the claim separately.
- The applicable tooth numbers and date of each selected image are included.

- c. Click (or tap) **Add**.

Note: The total claim size (claim data and attached files) must be smaller than 15 MB. You cannot submit the claim if the size is 15 MB or larger. For your reference, the **Total Size** appears below the list of attachments on the **Attachments** tab.

To view the size of the claim itself, click the "i" icon.



Managing custom imaging procedures

You can create, edit, and delete custom imaging procedures.

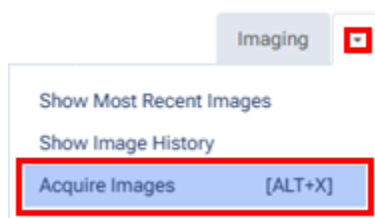
Creating custom imaging procedures

Imaging comes with several default imaging procedures. However, you can create a custom imaging procedure by defining a template (such as a six-image periapical template). The imaging procedure will be available to every user who has rights to acquire images.

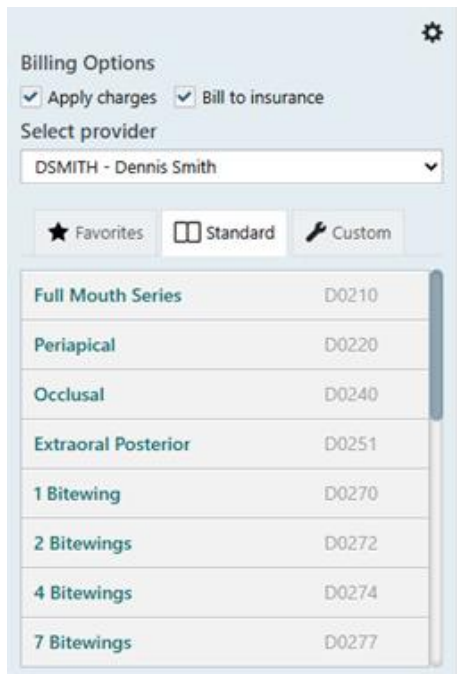
Note: Custom and favorite imaging procedures are location specific.

To create a custom imaging procedure (template)

1. If you are not already viewing the correct location, select it on the **Location** menu.
2. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
3. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
4. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
5. On the **Chart**, **Progress Notes**, **Perio**, **Tx Planner**, or **Imaging** tab of a patient's clinical record, on the **Imaging** tab's menu, select **Acquire images**.



The options for acquiring images become available.



Billing Options

☒ Apply charges ☒ Bill to insurance

Select provider

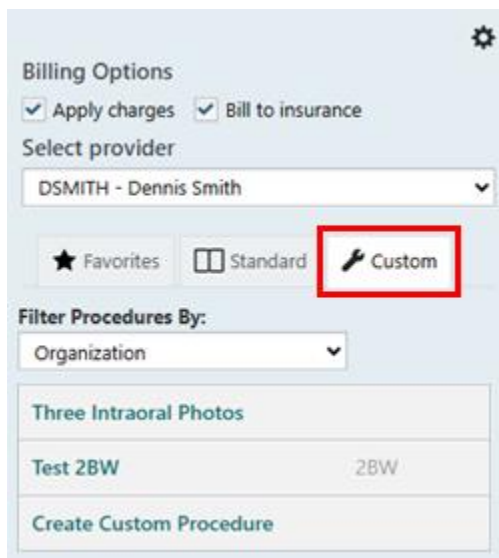
DSMITH - Dennis Smith

★ Favorites □ Standard 🔧 Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

Please select a procedure from the list on the left

6. On the navigation panel, select the **Custom** tab.



Billing Options

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites □ Standard 🔧 Custom

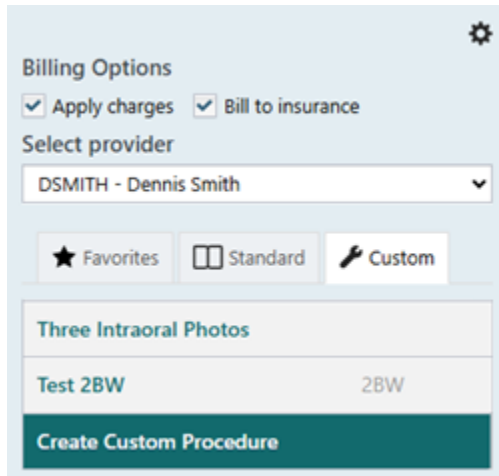
Filter Procedures By:

Organization

Three Intraoral Photos	
Test 2BW	2BW
Create Custom Procedure	

Any existing custom imaging procedures are listed. Also, at the bottom of the list, there is an option for creating an imaging procedure.

7. Click (or tap) **Create Custom Procedure**.



Billing Options 

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith ▼

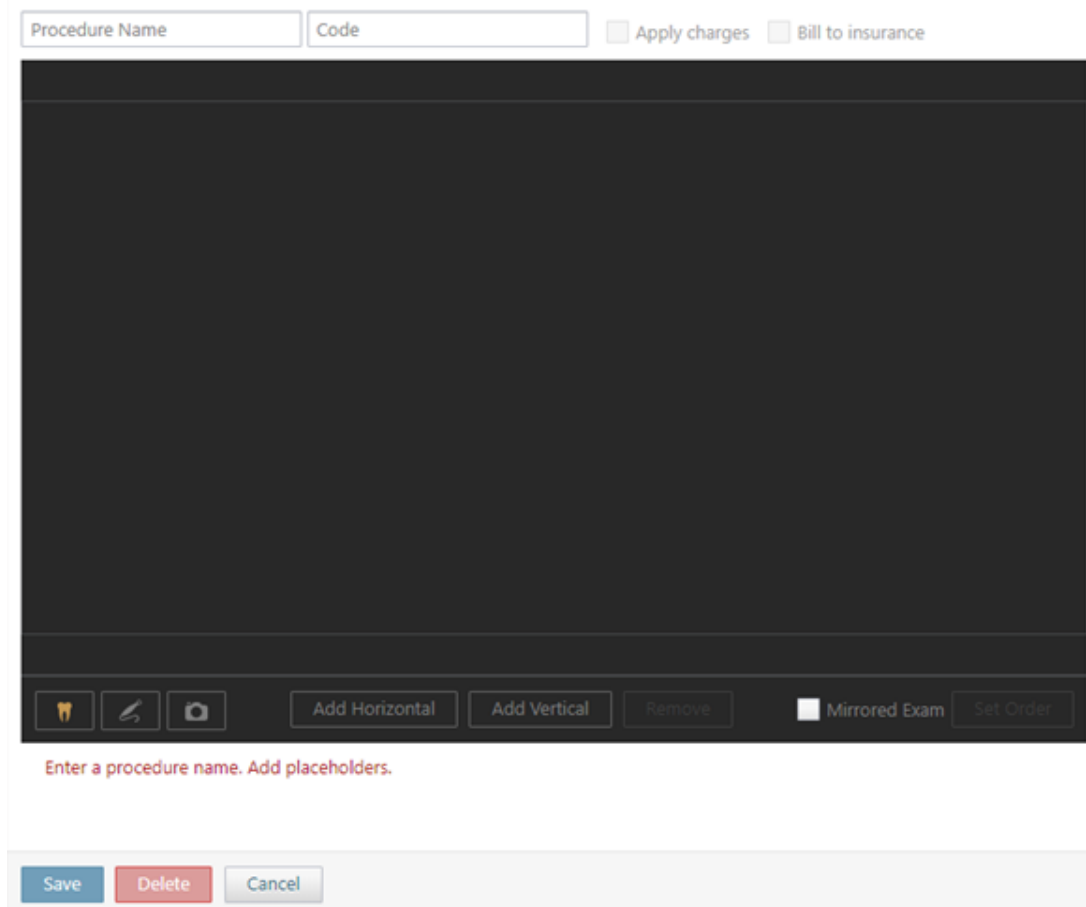
★ Favorites  Standard  Custom

Three Intraoral Photos

Test 2BW 2BW

Create Custom Procedure

The options to set up the imaging procedure become available.



Procedure Name Code ☐ Apply charges ☐ Bill to insurance

   ☐ Mirrored Exam

Enter a procedure name. Add placeholders.

8. Enter a name for the imaging procedure in the **Procedure Name** box. The name can be up to 11 characters long.
9. Enter a valid procedure code or a multi-code in the **Code** box. The specified code will be posted to a patient's record when this imaging procedure is used to

acquire images. However, if the code is invalid, an error message will appear during acquisition, and the code will not be posted.

10. Set the default state for the following checkboxes (which are available only if a **Code** is entered):

- **Apply charges** - Select or clear this checkbox to specify whether you want to have the fee or a zero amount, respectively, posted for the specified **Code** by default. This can be changed at the time of acquisition.
- **Bill to insurance** - Select or clear this checkbox to specify whether you want to have the patient's insurance carrier billed or not billed, respectively, for the specified **Code** by default. This can be changed at the time of acquisition.

11. Select the **Intraoral X-ray**, **Intraoral photo**, or **Extraoral photo** option



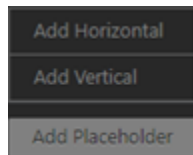
to specify the acquisition type for the imaging procedure.

Note: Once you save the imaging procedure, you cannot change the acquisition type.

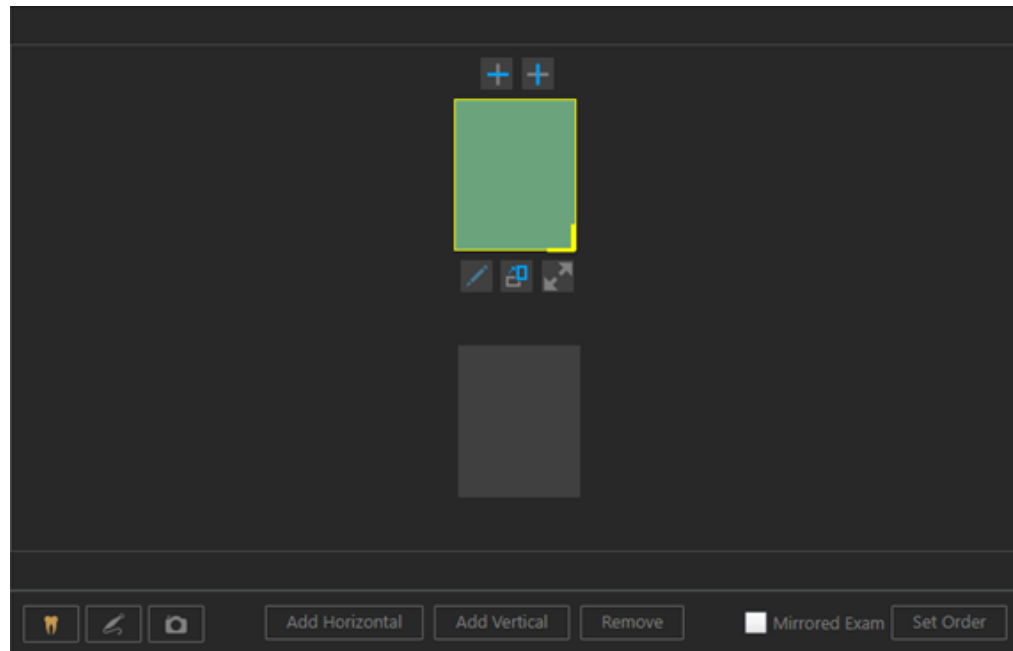
12. Add image placeholders to the template as needed (the order in which you add them determines the default acquisition order):

- a. Click (or tap) **Add Horizontal** or **Add Vertical**.

Note: If there is not enough horizontal space to display the buttons, on the **Add Placeholder** menu that appears, select the **Add Horizontal** or **Add Vertical** option.

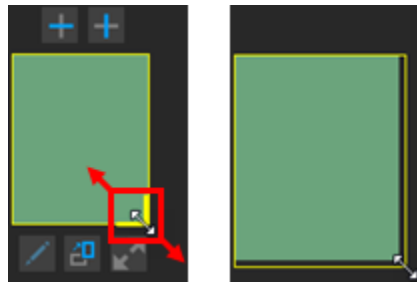


- b. Drag the placeholder to the desired spot on the template.

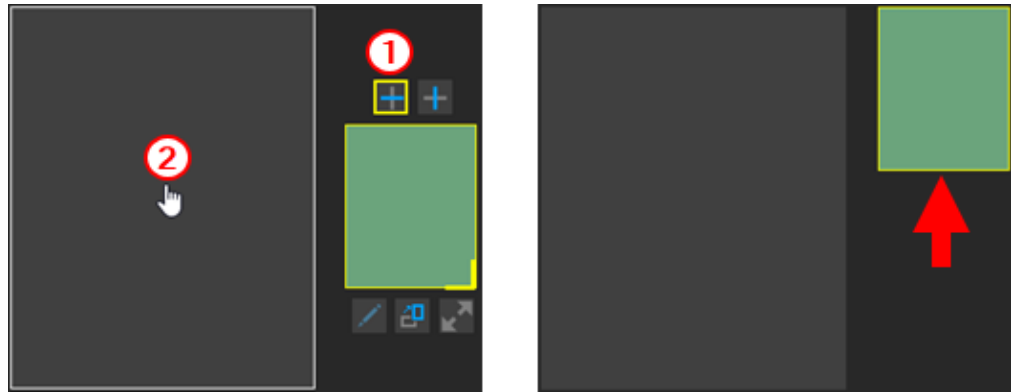


Assign tooth numbers to all placeholders.

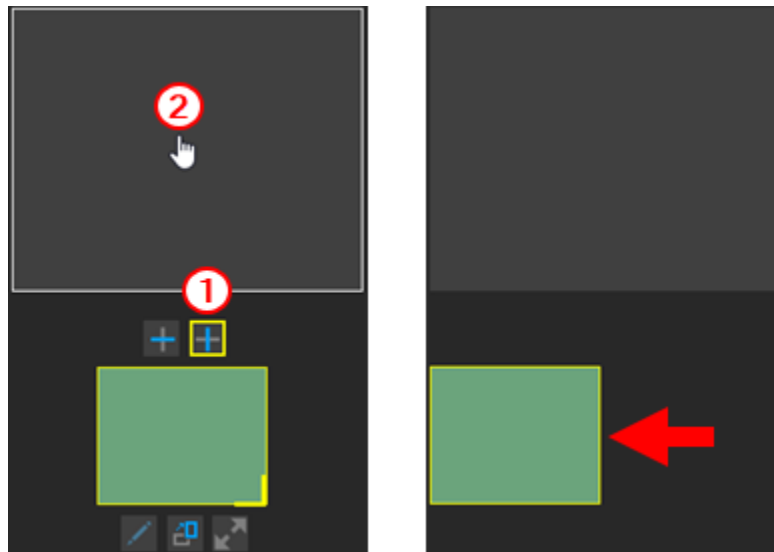
- c. If needed, you can click (or tap) the **Rotate** button  to switch the orientation of the placeholder.
- d. To proportionally resize the placeholder, drag the resizing handle (the angled bracket in the lower-right corner of the placeholder) either diagonally down and to the right or diagonally up and to the left. Afterward, you may need to drag the placeholder to reposition it on the template.



- e. To align the top edge of the placeholder with the top edge of another placeholder, select the **Align horizontally to selection** option  of the placeholder to align, and then click (or tap) the placeholder to align it with.



- f. To align the left edge of the placeholder with the left edge of another placeholder, select the **Align vertically to selection** option  of the placeholder to align, and then click (or tap) the placeholder to align it with.



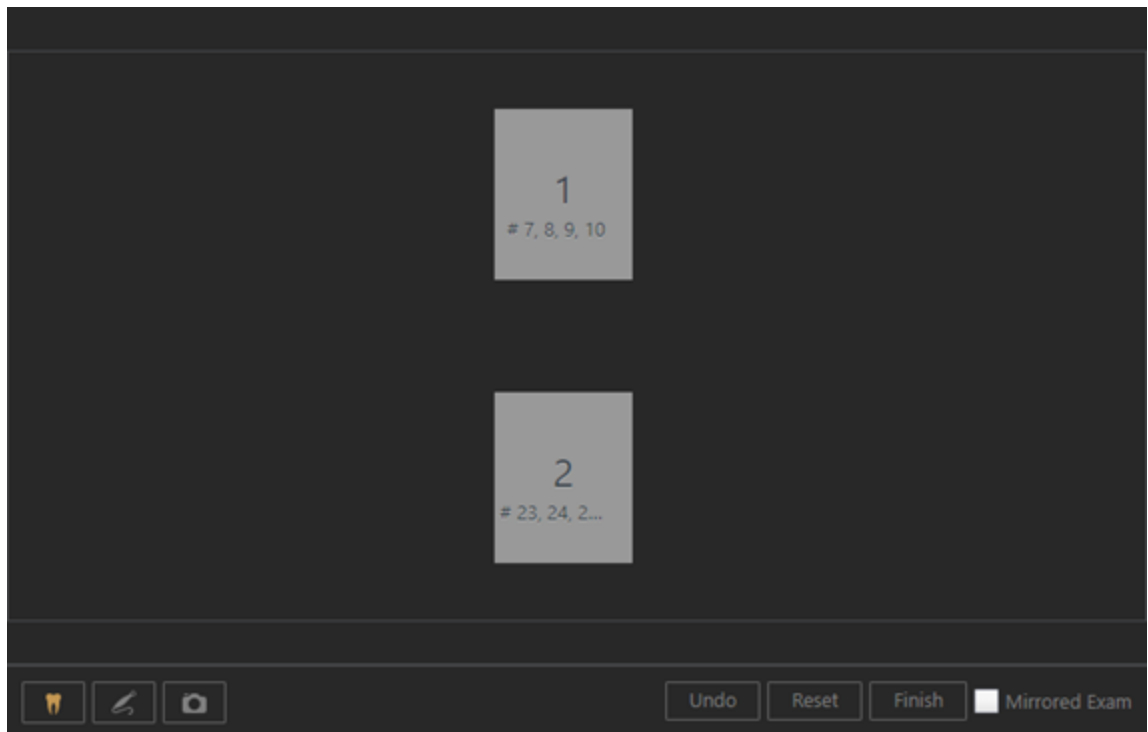
- g. To resize the placeholder to be the same size as another placeholder, select the **Resize to selection** option  of the placeholder to resize, and then click (or tap) the placeholder to resize it to.



- h. For a template with intraoral X-rays or photos, to assign tooth numbers to the placeholder, click (or tap) the **Edit** button  to open the the **Assign Tooth Numbers** dialog box, select the applicable teeth, and then click (or tap) **Assign Teeth**.



- i. Repeat steps a-h as needed to add other placeholders.
- Note:** To remove a placeholder, with that placeholder selected, click (or tap) **Remove**.
13. If the template is not for a mirrored exam (images should be displayed as if you are looking into the patient's mouth), leave the **Mirrored Exam** checkbox clear. However, if the template is for a mirrored exam (images should be displayed as if you are looking out from the patient's mouth), select the **Mirrored Exam** checkbox to have the images flipped on the horizontal axis.
14. To view or change the default acquisition order, click (or tap) **Set Order**. Numbers appear on the placeholders to indicate the order.



To change the order, do the following:

- a. Click (or tap) **Reset** to remove the order number from every placeholder.
- b. Click (or tap) each placeholder in the order that you want to acquire the images.

Note: To undo order assignments, click (or tap) **Undo** as needed.

- c. When you have assigned an order to every placeholder, click (or tap) **Finish**.

The imaging procedure is ready to be saved.

Test 2PA 2PA ☐ Apply charges ☐ Bill to insurance

7, 8, 9, 10

23, 24, 25,...

Add Horizontal Add Vertical Remove ☐ Mirrored Exam Set Order

Save Delete Cancel

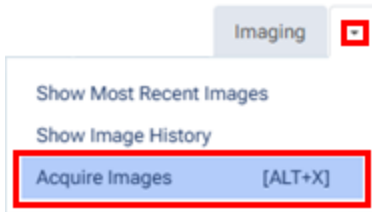
15. Click (or tap) **Save**.

Editing custom imaging procedures

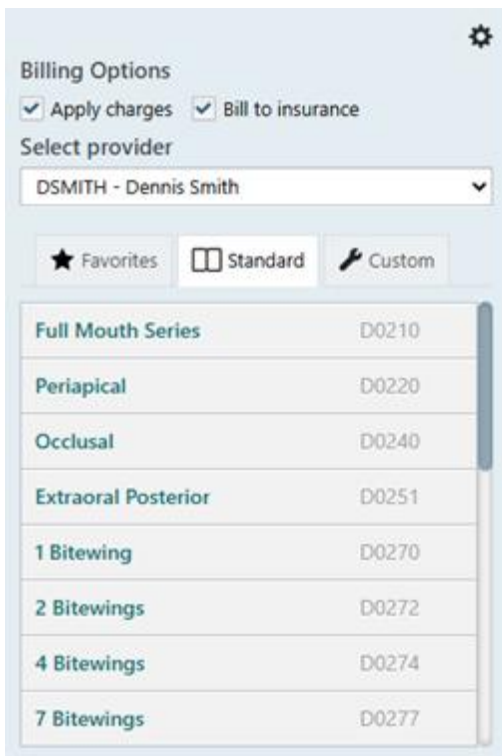
You can edit the template for a custom imaging procedure as needed. Changing a custom imaging procedure does not affect images that have already been taken using that template.

To edit a custom imaging procedure (template)

1. If you are not already viewing the correct location, select it on the **Location** menu.
2. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
3. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
4. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
5. On the **Chart**, **Progress Notes**, **Perio**, **Tx Planner**, or **Imaging** tab of a patient's clinical record, on the **Imaging** tab's menu, select **Acquire images**.



The options for acquiring images become available.



6. On the navigation panel, select the **Custom** tab.

Billing Options

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites ☐ Standard **☒ Custom**

Filter Procedures By:

Organization

Three Intraoral Photos	
Test 2BW	2BW
Create Custom Procedure	

Any existing custom imaging procedures are listed.

Note: Custom and favorite imaging procedures are location specific.

7. Select an imaging procedure.

Billing Options

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites ☐ Standard ☒ Custom

Three Intraoral Photos	
Test 2BW	2BW
Test 2PA	2PA
Create Custom Procedure	

The options for the selected procedure become available.

★ Test 2PA

Default sequence ▼

 Edit

 Input

 Import

Acquisition method for this imaging exam



DEXIS/Kavo Sensors ▶

 Start

8. Click (or tap) the **Edit** button  next to the procedure name.
The options to edit the imaging procedure become available.

Test 2PA

2PA

☐ Apply charges ☐ Bill to insurance

7, 8, 9, 10

23, 24, 25,...



Add Horizontal

Add Vertical

Remove



Mirrored Exam

Set Order

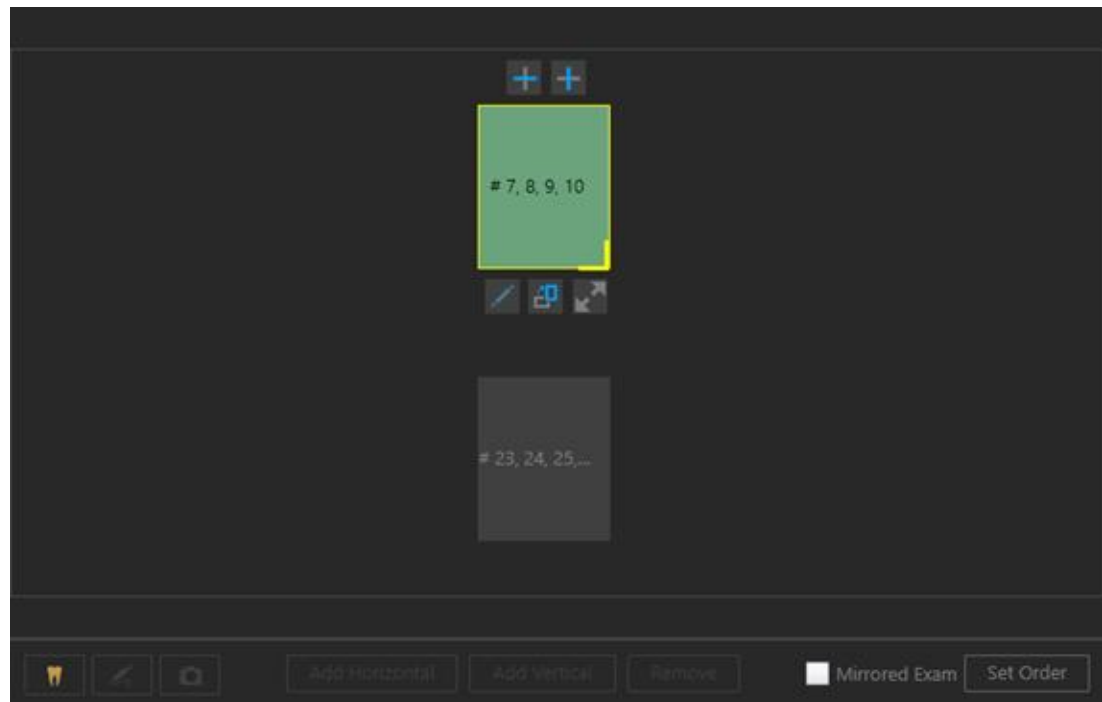
Information: When editing an existing procedure placeholders cannot be added or removed

Save

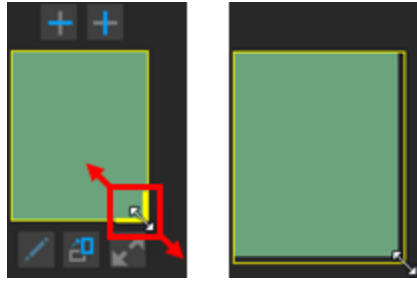
Delete

Cancel

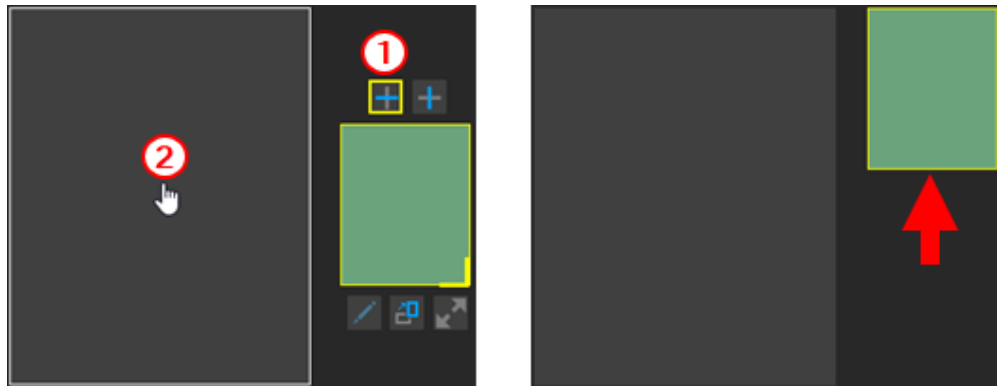
9. Change any of the following options as needed:
- **Procedure Name** - A name for the imaging procedure. The name can be up to 11 characters long.
 - **Code** - A valid procedure code or a multi-code. The specified code will be posted to a patient's record when this imaging procedure is used to acquire images. However, if the code is invalid, an error message will appear during acquisition, and the code will not be posted.
 - The default state for the following checkboxes (which are available only if a **Code** is entered):
 - **Apply charges** - Select or clear this checkbox to specify whether you want to have the fee or a zero amount, respectively, posted for the specified **Code** by default. This can be changed at the time of acquisition.
 - **Bill to insurance** - Select or clear this checkbox to specify whether you want to have the patient's insurance carrier billed or not billed, respectively, for the specified **Code** by default. This can be changed at the time of acquisition.
10. Edit the image placeholders in the template as needed:
- a. To move a placeholder, drag it to a different spot.



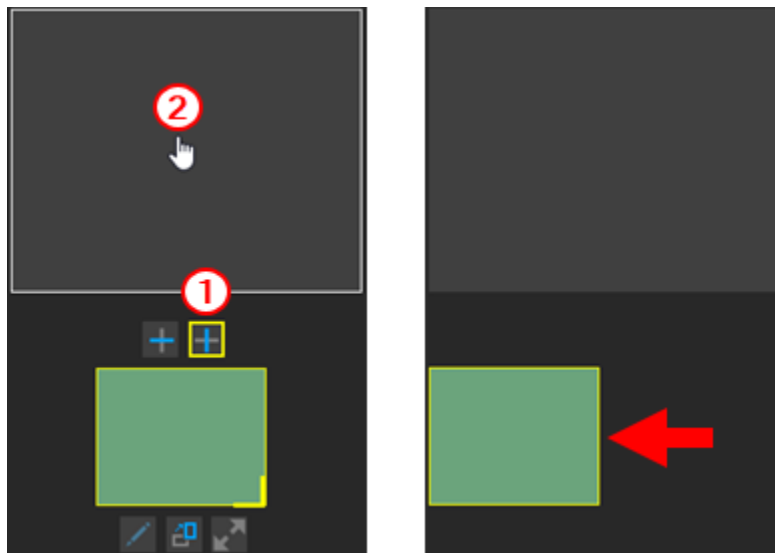
- b. To switch the orientation of a selected placeholder, click (or tap) the **Rotate** button .
- c. To proportionally resize a selected placeholder, drag the resizing handle (the angled bracket in the lower-right corner of the placeholder) either diagonally down and to the right or diagonally up and to the left. Afterward, you may need to drag the placeholder to reposition it on the template.



- d. To align the top edge of a placeholder with the top edge of another placeholder, select the **Align horizontally to selection** option  of the placeholder to align, and then click (or tap) the placeholder to align it with.



- e. To align the left edge of a placeholder with the left edge of another placeholder, select the **Align vertically to selection** option  of the placeholder to align, and then click (or tap) the placeholder to align it with.



- f. To resize a placeholder to be the same size as another placeholder, select the **Resize to selection** option  of the placeholder to resize, and then click (or tap) the placeholder to resize it to.



- g. For a template with intraoral X-rays or photos, to assign tooth numbers to a selected placeholder, click (or tap) the **Edit** button  to open the the **Assign Tooth Numbers** dialog box, select the applicable teeth, and then click (or tap) **Assign Teeth**.



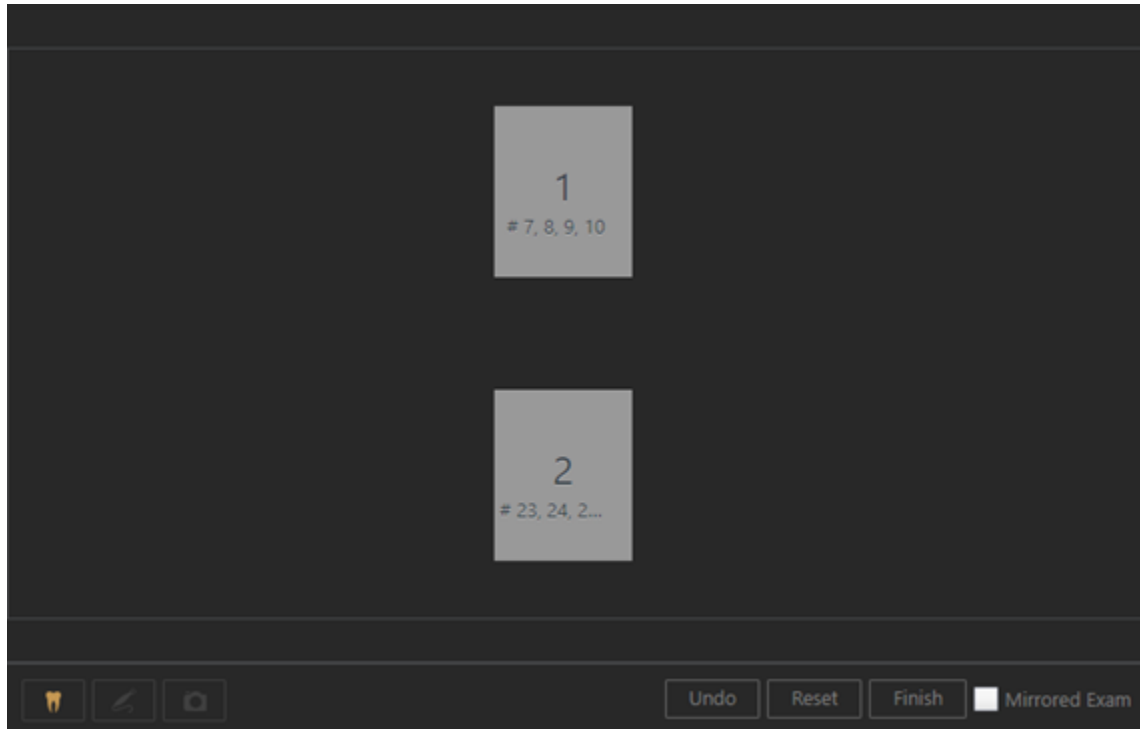
- h. Repeat steps a-g as needed to edit other placeholders.

Notes:

- You cannot add or remove placeholders.
 - You cannot change the acquisition type.
11. If the template is not for a mirrored exam (images should be displayed as if you are looking into the patient's mouth), make sure that the **Mirrored Exam** checkbox is clear. However, if the template is for a mirrored exam (images should be displayed as if you are looking out from the patient's mouth), make

sure that the **Mirrored Exam** checkbox is selected to have the images flipped on the horizontal axis.

12. To view or change the default acquisition order, click (or tap) **Set Order**. Numbers appear on the placeholders to indicate the order.



To change the order, do the following:

- a. Click (or tap) **Reset** to remove the order number from every placeholder.
- b. Click (or tap) each placeholder in the order that you want to acquire the images.

Note: To undo order assignments, click (or tap) **Undo** as needed.

- c. When you have assigned an order to every placeholder, click (or tap) **Finish**.

13. Click (or tap) **Save**.

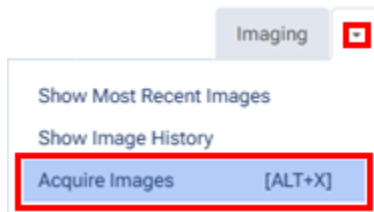
Deleting custom imaging procedures

You can delete a custom imaging procedure as needed. Deleting a custom imaging procedure does not affect images that have already been taken using that template.

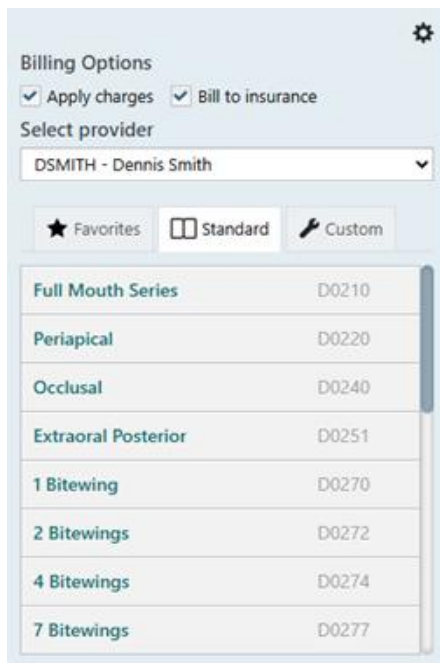
To delete a custom imaging procedure (template)

1. If you are not already viewing the correct location, select it on the **Location** menu.
2. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.

3. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
4. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
5. On the **Chart**, **Progress Notes**, **Perio**, **Tx Planner**, or **Imaging** tab of a patient's clinical record, on the **Imaging** tab's menu, select **Acquire images**.



The options for acquiring images become available.



Please select a procedure from the list on the left

6. On the navigation panel, select the **Custom** tab.

Billing Options

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites ☐ Standard **☒ Custom**

Filter Procedures By:

Organization

Three Intraoral Photos	
Test 2BW	2BW
Create Custom Procedure	

Any existing custom imaging procedures are listed.

Note: Custom and favorite imaging procedures are location specific.

7. Select an imaging procedure.

Billing Options

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites ☐ Standard ☒ Custom

Three Intraoral Photos	
Test 2BW	2BW
Test 2PA	2PA
Create Custom Procedure	

The options for the selected procedure become available.

★ Test 2PA

Default sequence ▼

 Edit

 Input

 Import

Acquisition method for this imaging exam



DEXIS/Kavo Sensors ▶

 Start

8. Click (or tap) the **Edit** button  next to the procedure name.
The options to edit the imaging procedure become available.

Test 2PA

2PA

☐ Apply charges ☐ Bill to insurance

7, 8, 9, 10

23, 24, 25,...



Add Horizontal

Add Vertical

Remove



Mirrored Exam

Set Order

Information: When editing an existing procedure placeholders cannot be added or removed

Save

Delete

Cancel

9. Click (or tap) **Delete**.
A confirmation message appears.

10. Click (or tap) **Yes**.

Managing favorite imaging procedures

You can mark imaging procedures as favorites and remove them from the list of favorites.

Adding imaging procedures to the list of favorites

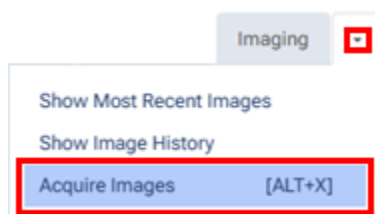
You can have an imaging procedure appear as a favorite in Imaging when you are acquiring images so that you have quick and easy access to that procedure.

Note: By default, the following imaging procedures are marked as favorites:

- Bitewing Four Images
- Bitewing Two Images
- Intraoral Full Mouth Images
- 2D Oral/Facial Photo Images
- Intraoral Periapical Image
- Bitewing Single Image
- Bitewing Seven Images
- Panoramic Image
- Cephalometric Image

To add an imaging procedure to the list of favorites

1. If you are not already viewing the correct location, select it on the **Location** menu.
2. If the correct patient is not already selected, use the **Patient Search** to access the patient's record.
3. **Note:** You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
4. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
5. On the **Chart**, **Progress Notes**, **Perio**, **Tx Planner**, or **Imaging** tab of a patient's clinical record, on the **Imaging** tab's menu, select **Acquire images**.



The options for acquiring images become available.

Billing Options

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites ☒ Standard Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

Please select a procedure from the list on the left

- On the **Standard** or **Custom** tab of the navigation panel, select the imaging procedure that you want to make a favorite.
The options for the selected procedure become available.

Billing Options

☐ Without interpretation/analysis using code D0708

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites ☒ Standard Custom

4 Bitewings	D0274
7 Bitewings	D0277
3 Periapicals	3PA

★ 4 Bitewings

Default sequence Edit

Input Import

Acquisition method for this imaging exam

DEXIS/Kavo Sensors

Start

Note: A favorite imaging procedure has a yellow star next to the procedure name. A non-favorite has a gray star.

- Click (or tap) the gray star next to the procedure name.
The star becomes yellow, indicating that the imaging procedure is now a favorite.

★ 4 Bitewings

Removing imaging procedures from the list of favorites

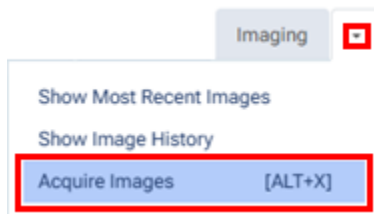
You can have an imaging procedure appear as a favorite in Imaging when you are acquiring images so that you have quick and easy access to that procedure. If you no longer want an imaging procedure to be a favorite, you can make it a non-favorite.

Note: By default, the following imaging procedures are marked as favorites:

- Bitewing Four Images
- Bitewing Two Images
- Intraoral Full Mouth Images
- 2D Oral/Facial Photo Images
- Intraoral Periapical Image
- Bitewing Single Image
- Bitewing Seven Images
- Panoramic Image
- Cephalometric Image

To remove an imaging procedure from the list of favorites

1. If you are not already viewing the correct location, select it on the **Location** menu.
2. If the correct patient is not already selected, use the **Patient Search** box to access the patient's record.
Note: You can include inactive patients in the search results by setting the **Include inactive patients** switch to **On**.
3. On the **Patient** menu, under **Clinical**, select **Chart**, **Progress Notes**, **Quick Exam**, **Perio**, **Tx Planner**, or **Imaging**.
4. On the **Chart**, **Progress Notes**, **Perio**, **Tx Planner**, or **Imaging** tab of a patient's clinical record, on the **Imaging** tab's menu, select **Acquire images**.



The options for acquiring images become available.

Billing Options

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites ☐ Standard ☒ Custom

Full Mouth Series	D0210
Periapical	D0220
Occlusal	D0240
Extraoral Posterior	D0251
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274
7 Bitewings	D0277

Please select a procedure from the list on the left

- On the **Favorites**, **Standard**, or **Custom** tab of the navigation panel, select the imaging procedure that you want to make a non-favorite. The options for the selected procedure become available.

Billing Options

☐ Without interpretation/analysis using code D0708

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

★ Favorites ☐ Standard ☒ Custom

Full Mouth Series	D0210
Periapical	D0220
1 Bitewing	D0270
2 Bitewings	D0272
4 Bitewings	D0274

★ 4 Bitewings

Default sequence

Acquisition method for this imaging exam

DEXIS/Kavo Sensors

Note: A favorite imaging procedure has a yellow star next to the procedure name. A non-favorite has a gray star (on the **Standard** or **Custom** tab only) and does not appear on the **Favorites** tab.

- Click (or tap) the yellow star next to the procedure name.

The star becomes gray (you see this change only on the **Standard** or **Custom** tab), indicating that the imaging procedure is now a non-favorite. The procedure no longer appears on the **Favorites** tab.

★4 Bitewings

Using the offline mode

Acquiring images in offline mode

Imaging supports an offline mode of operation. You can use the offline mode to acquire images when you do not have access to Imaging online (for example, if the Internet is not working at the office). Offline mode allows you to acquire new images for diagnosis, and you can synchronize those images with your online database after you are back online.

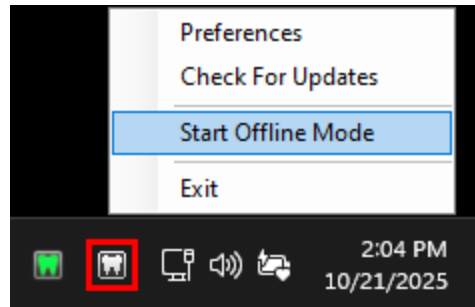
Offline mode uses a local embedded database (for temporary storage of patient information, metadata, images, and so forth), and an embedded web server (embedded in the acquisition agent) to provide offline mode functionality. The latest acquisition agent installer automatically installs and sets up the database and web server.

The workflow for acquiring images offline is nearly identical to the online (normal) mode, but note the following differences:

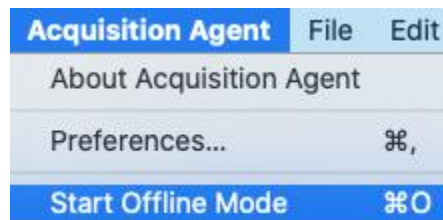
- You start offline mode from the acquisition agent.
- You enter a patient's information prior to acquiring images.
- The billing and provider options are not available, but you select them during the synchronization process.

To acquire offline images

1. Close all Chrome browser windows.
Important: To prevent any issues that may occur while starting the offline mode, close all Chrome browser windows that may be open.
2. Do one of the following:
 - **For Windows users** - Click (or tap) the **Acquisition Agent** icon  in the notification area of the Windows taskbar, and then select **Start Offline Mode**.



- **For Mac users** - Click (or tap) the **Acquisition Agent** icon  on the dock. From the **Acquisition Agent** menu, click (or tap) **Start Offline Mode**.



A new Chrome browser window opens with Imaging running in offline mode.

3. Enter the **First name**, **Last name**, and **Birth date** of the patient whom you want to acquire images for.
4. Select whether the patient has **Adult dentition** or **Pediatric dentition**.

5. Click (or tap) **Acquire Images**.

The screenshot shows a web application interface for acquiring dental images. At the top, there is a dark blue header. Below it, a white box contains a 'Select Patient' button. The main section is titled 'Offline Mode'. A blue-bordered box contains an information message: 'Information: Please be aware that you are about to acquire images in offline mode. Once the internet connection has been restored, you will be prompted to sync the offline images on this computer with your online database, at which time their corresponding procedures will also be posted. To continue in offline mode enter the first name, last name, and date of birth for the patient whose image(s) you will be acquiring, then click the Acquire Images button.' Below this, there are three input fields: 'First name *' with the value 'Brent', 'Last name *' with the value 'Crosby', and 'Birth date *' with the value '11/11/1991' and a calendar icon. Below these fields are two radio buttons: 'Adult dentition' (selected) and 'Pediatric dentition'. At the bottom, there are two buttons: 'Show Image History' and 'Acquire Images'. A copyright notice at the very bottom reads: 'Copyright © 2013 - 2025 Henry Schein One | All Rights Reserved'.

Select Patient

Offline Mode

Information: Please be aware that you are about to acquire images in offline mode. Once the internet connection has been restored, you will be prompted to sync the offline images on this computer with your online database, at which time their corresponding procedures will also be posted.

To continue in offline mode enter the first name, last name, and date of birth for the patient whose image(s) you will be acquiring, then click the Acquire Images button.

First name * Last name * Birth date *

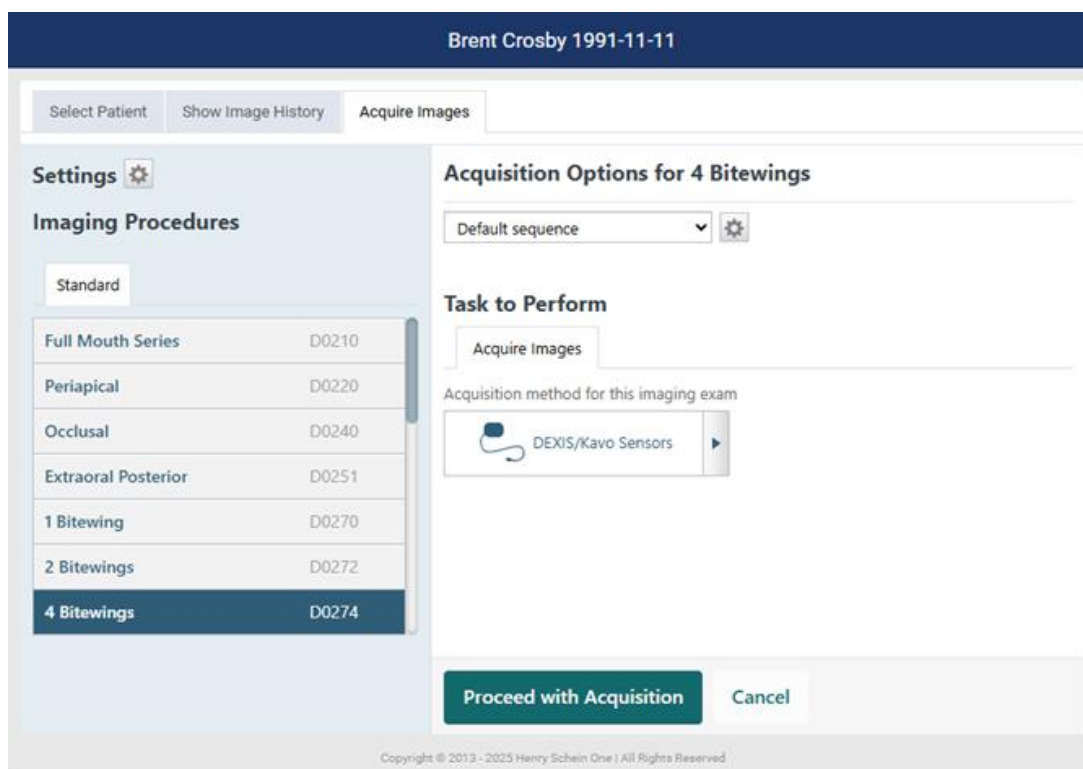
Brent Crosby 11/11/1991

☒ Adult dentition
☐ Pediatric dentition

Show Image History Acquire Images

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The **Acquire Images** tab is selected by default, and the options for acquiring images, using the standard imaging procedures, are available.



Note: The billing and provider options are not available while you are using the offline mode, but you select them during the synchronization process (after you return to using Imaging online).

6. Acquire images similarly to how you would when using Imaging online.
7. When you are finished acquiring the patient's images, either close the Chrome browser window that has Imaging running in offline mode to end the offline acquisition session for the patient, or click (or tap) the **Select Patient** tab to acquire or view images for another patient.

Viewing offline images

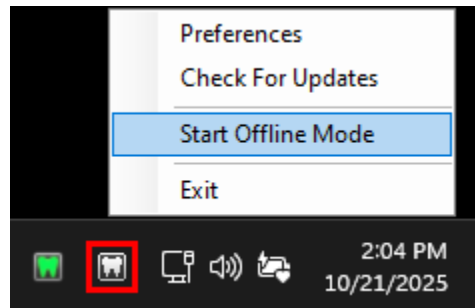
If a patient has offline images (images that have been acquired while using the offline mode) on this computer that have not been synchronized with that patient's online record, you can view those images.

Note: You cannot delete exams while you are using the offline mode, but you can delete images from an exam unless there is only one image.

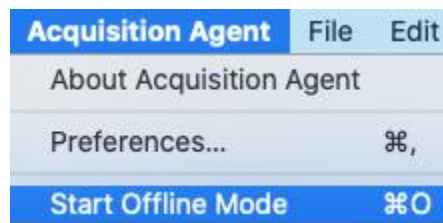
To view offline images

1. Close all Chrome browser windows.
Important: To prevent any issues that may occur while starting the offline mode, close all Chrome browser windows that may be open.
2. Do one of the following:

- **For Windows users** - Click (or tap) the **Acquisition Agent** icon in the notification area of the Windows taskbar, and then select **Start Offline Mode**.



- **For Mac users** - Click (or tap) the **Acquisition Agent** icon on the dock. From the **Acquisition Agent** menu, click (or tap) **Start Offline Mode**.



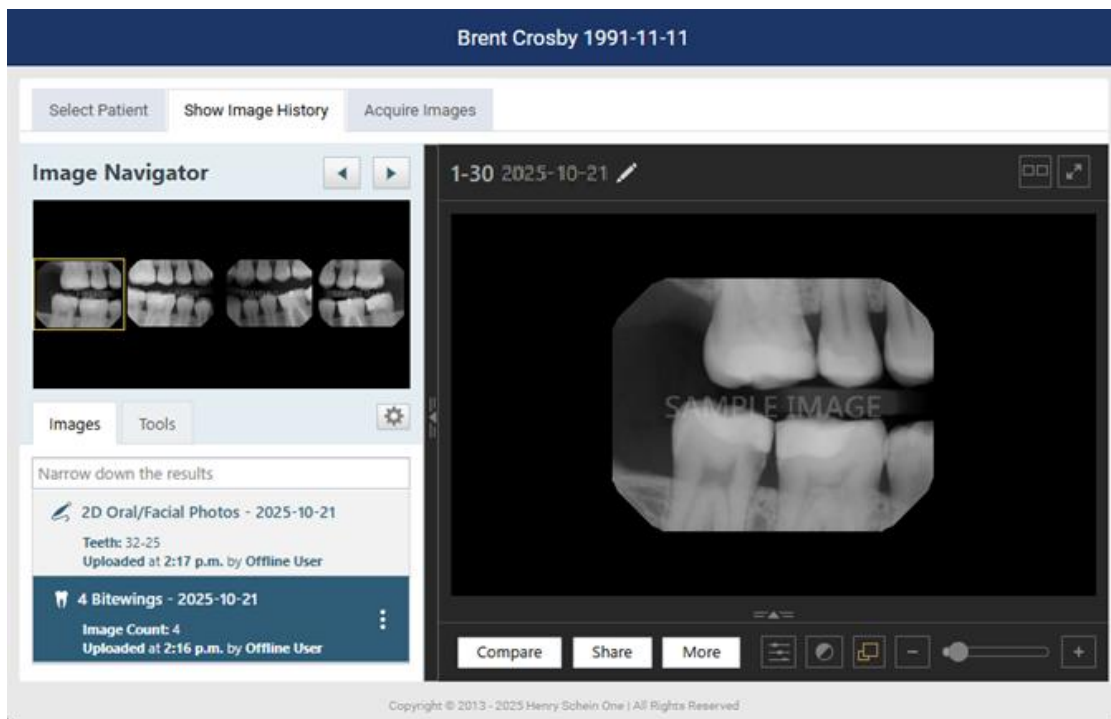
A new Chrome browser window opens with Imaging running in offline mode.

 A screenshot of a web application interface for 'Imaging' running in offline mode. At the top is a dark blue header. Below it is a white box with the text 'Select Patient'. The main content area has a light gray background with the title 'Offline Mode'. A blue-bordered information box contains the following text: 'Information: Please be aware that you are about to acquire images in offline mode. Once the internet connection to Ascend has been restored, you will be prompted to sync the offline images on this computer with your online database, at which time their corresponding procedures will also be posted. To continue in offline mode enter the first name, last name, and date of birth for the patient whose image(s) you will be acquiring, then click the Acquire Images button.' Below this box are three input fields: 'First name *' with the placeholder 'Enter first name', 'Last name *' with the placeholder 'Enter last name', and 'Birth date *' with the placeholder 'mm/dd/yyyy'. There are two radio buttons: 'Adult dentition' (which is selected) and 'Pediatric dentition'. At the bottom are two buttons: 'Show Image History' and 'Acquire Images'.

3. Enter the **First name**, **Last name**, and **Birth date** of the patient whom you want to view images for.
4. Click (or tap) **Show Image History**.

The screenshot shows a web interface for 'Offline Mode'. At the top is a 'Select Patient' button. Below it, a blue information box states: 'Information: Please be aware that you are about to acquire images in offline mode. Once the internet connection has been restored, you will be prompted to sync the offline images on this computer with your online database, at which time their corresponding procedures will also be posted. To continue in offline mode enter the first name, last name, and date of birth for the patient whose image(s) you will be acquiring, then click the Acquire Images button.' Below the box are three input fields: 'First name *' with 'Brent', 'Last name *' with 'Crosby', and 'Birth date *' with '11/11/1991' and a calendar icon. There are two radio buttons: 'Adult dentition' (selected) and 'Pediatric dentition'. At the bottom are two buttons: 'Show Image History' and 'Acquire Images'. A copyright notice at the very bottom reads: 'Copyright © 2013 - 2025 Henry Schein One | All Rights Reserved'.

The **Show Image History** tab is selected by default.



You can view the patient's offline image history chronologically and quickly navigate between each image. To display only the images that match the filter criteria that you specify, click (or tap) in the **Narrow down the results** box. Also, you can work with images as you normally would while using Imaging online. For example, you can process (such as enhance or annotate) images, compare images, export images, and resume incomplete exams.

5. When you are finished viewing the patient's images, either close the Chrome browser window that has Imaging running in offline mode to end the offline viewing session or click (or tap) the **Select Patient** tab to acquire or view images for another patient.

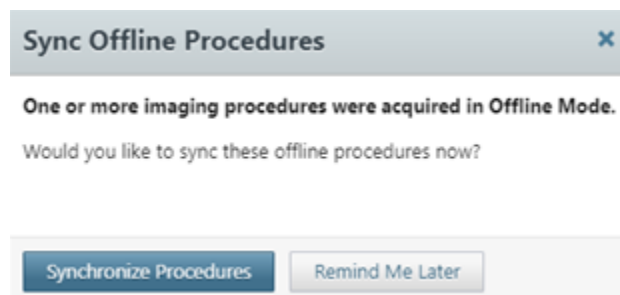
Synchronizing offline images

When you can get back online after being offline, you can synchronize offline images (images that have been acquired while using the offline mode) with your online database. When you attempt to acquire images with Imaging online, if any offline images exist on the computer that you are using, a message appears and asks if you want to synchronize the offline images now or to be reminded to synchronize them later.

Note: If any offline images have been acquired for a new patient, before you can synchronize those images with your online database, you must create a patient record in the practice management system; there is not an option to create a patient record during the synchronization process.

To synchronize offline images

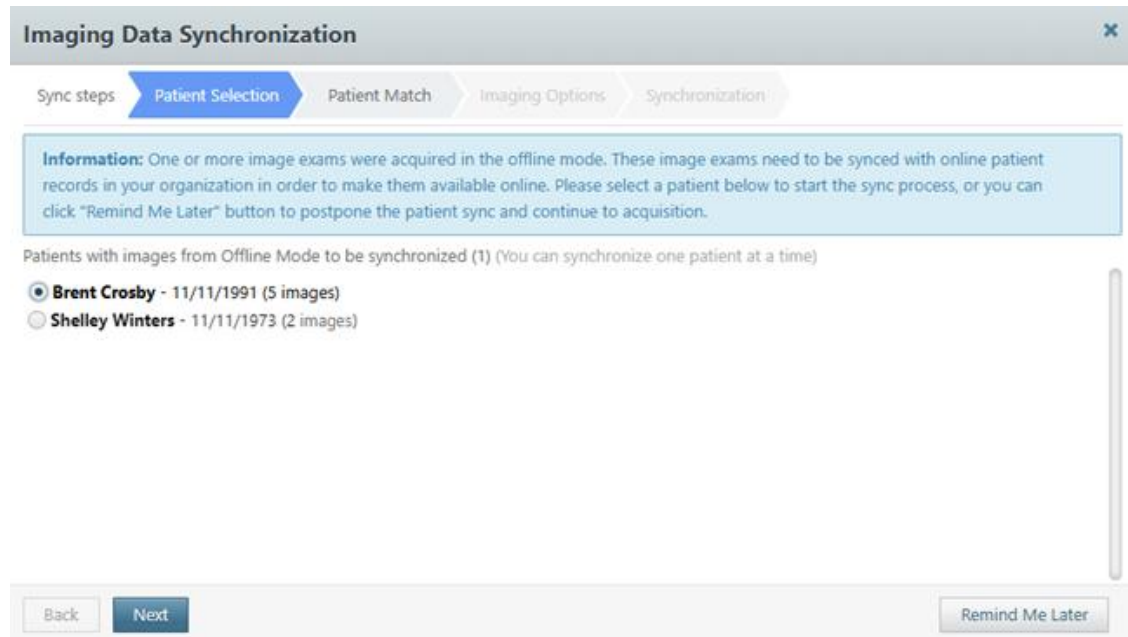
1. Close all Chrome browser windows.
Important: Before attempting to synchronize offline images with online patient records, close all Chrome browser windows. You cannot synchronize offline images if the offline mode of Imaging is open in any Chrome browser window.
2. Open the practice management system in a new browser window. In a patient's clinical record, from the **Imaging** tab menu, select **Acquire Images**.
If any offline images exist on the computer that you are using, the **Sync Offline Procedures** message box appears.



Note: To postpone the synchronization for a later date, click (or tap) **Remind Me Later**. Imaging will not prompt you again today to synchronize offline images from this computer.

3. Click (or tap) **Synchronize Procedures**.

The **Imaging Data Synchronization** dialog box appears and lists the patients who have offline images on this computer.



The screenshot shows the 'Imaging Data Synchronization' dialog box. At the top, there's a title bar with a close button (X). Below it is a progress bar with five steps: 'Sync steps', 'Patient Selection' (highlighted in blue), 'Patient Match', 'Imaging Options', and 'Synchronization'. A light blue information box contains text about syncing offline exams. Below this, a message states 'Patients with images from Offline Mode to be synchronized (1) (You can synchronize one patient at a time)'. A list of patients follows: 'Brent Crosby - 11/11/1991 (5 images)' with a selected radio button, and 'Shelley Winters - 11/11/1973 (2 images)' with an unselected radio button. At the bottom, there are 'Back' and 'Next' buttons on the left, and a 'Remind Me Later' button on the right.

Imaging Data Synchronization [X]

Sync steps Patient Selection Patient Match Imaging Options Synchronization

Information: One or more image exams were acquired in the offline mode. These image exams need to be synced with online patient records in your organization in order to make them available online. Please select a patient below to start the sync process, or you can click "Remind Me Later" button to postpone the patient sync and continue to acquisition.

Patients with images from Offline Mode to be synchronized (1) (You can synchronize one patient at a time)

- ☒ **Brent Crosby** - 11/11/1991 (5 images)
- ☐ **Shelley Winters** - 11/11/1973 (2 images)

Back Next Remind Me Later

4. Select a patient.

Note: You can synchronize only one patient's record at a time.

5. Click (or tap) **Next**.

The **Patient Match** tab is selected, and one of the following occurs:

- If a matching patient (a patient with the same first name, last name, and date of birth) is found in your online database, that patient's name and birth date appear.

Imaging Data Synchronization

Sync steps

Patient Selection

Patient Match

Imaging Options

Synchronization

Patient from Offline Mode

Brent Crosby - 11/11/1991 (5)

Potential patient match

Brent Crosby - 11/11/1991

Back

Next

Remind Me Later

- If a matching patient is not found, the **Search existing patient/household** box is available.

Imaging Data Synchronization

Sync steps

Patient Selection

Patient Match

Imaging Options

Synchronization

Patient from Offline Mode

Brent Crosby - 11/11/1991 (5)

Potential patient match

Search existing patient/household

Back

Next

Remind Me Later

6. Do one of the following:

- If the **Potential patient match** is correct, skip to step 8.
- If the **Potential patient match** is not correct, click (or tap) the **Edit** button , and then proceed to the next step.

Patient from Offline Mode

Brent Crosby - 11/11/1970 (7 images)

Potential patient match

Brent Crosby - 11/11/1970

- If there is not a **Potential patient match**, proceed to the next step.

Patient from Offline Mode

Brent Crosby - 11/11/1970 (1 image)

Potential patient match

Search existing patient/household

- Click (or tap) in the **Search existing patient/household** box to search for and select the correct patient.

Potential patient match

Patient	Birthdate	Phone #	Chart #	Status	Preferred Location
Crosby, Brent	11/11/1970	(801) 822-3835	BC20...	Active	South Office
Crosby, Shirley	11/11/1973	(801) 555-1111	SC207...	Active	North Office
Crosby, Tom (To...	11/11/2000	(801) 555-3546		Active	North Office

[Use advanced patient search](#)

Include inactive patients ☐ Off

- Click (or tap) **Next**.
The **Imaging Options** tab is selected. Under **Offline Imaging Procedures**, a list of the patient's imaging procedures appears. The first imaging procedure is selected by default.

Imaging Data Synchronization for Brent Crosby - 11/11/1991 (5)

Sync steps Patient Selection Patient Match **Imaging Options** Synchronization

Offline Imaging Procedures

4 Bitewings	D0274
2D Oral/Facial Photos	D0350

Options for 4 Bitewings

Billing Options

☒ Apply charges ☒ Bill to insurance

Select provider

DSMITH - Dennis Smith

Apply Selected Options to All Procedures

Back Next Remind Me Later

Notes:

- To postpone the synchronization for later, click (or tap) **Remind Me Later**.
 - To go back and change the patient, click (or tap) **Back**.
- For the selected imaging procedure, set up the following options:

- **Apply charges** - To post the fee for the selected procedure, select the checkbox. To post a zero amount for the procedure, clear the checkbox.
 - **Bill to insurance** - To bill the patient's insurance carrier for the procedure, select the checkbox. To not bill the patient's insurance carrier, clear the checkbox.
 - **Select provider** - Select the provider who you want to associate with the procedure. Only providers who have access to the current location and who are flagged as charting providers are available.
10. If there are multiple imaging procedures, do one of the following:
- To assign the selected billing options and provider to all the procedures that are listed, click **Apply Selected Options to All Procedures**.
 - To assign billing options and a provider for each procedure separately, select the next procedure, and then repeat step 9. Repeat this process until you have selected billing options and a provider for all the procedures that are listed.
11. Click (or tap) **Next** to begin synchronizing images.
If the synchronization is successful, a green check mark symbol appears next to each imaging procedure.

Imaging Data Synchronization for Brent Crosby - 11/11/1991 (5)

Sync steps
Patient Selection
Patient Match
Imaging Options
Synchronization

Synchronized Imaging Procedures

4 Bitewings	D0274	4 of 4 images synced
2D Oral/Facial Photos	D0350	1 of 1 images synced

Sync Another Patient
Finish & Proceed

Notes:

- If an imaging procedure fails to be synchronized, a red error symbol and message appear. Click (or tap) **Sync the Procedure Again** next to that procedure to try synchronizing it again.

2 Bitewings
D0272
2 of 2 images failed
Sync the Procedure Again

- If an imaging procedure fails to be synchronized a second time, either click (or tap) **Sync the Procedure Again** to try synchronizing it again, or click (or tap) **Hide Procedure** to move the corresponding images to a recovery folder on this computer (you will not be prompted to synchronize the hidden procedure again, but you can recover the images by attaching them to a patient record later on).

▲ 2 Bitewings

D0272 2 of 2 images failed

Sync the Procedure Again

Hide Procedure

12. Do one of the following:

- To synchronize another patient's offline images, click **Sync Another Patient**. You are returned to the list of patients who still have offline images to synchronize. Repeat steps 4-11.
- If you have finished synchronizing all the patients, or if you have not, and want to begin acquiring images for the selected online patient (from step 2), click (or tap) **Finish & Proceed** to proceed to the acquisition options.