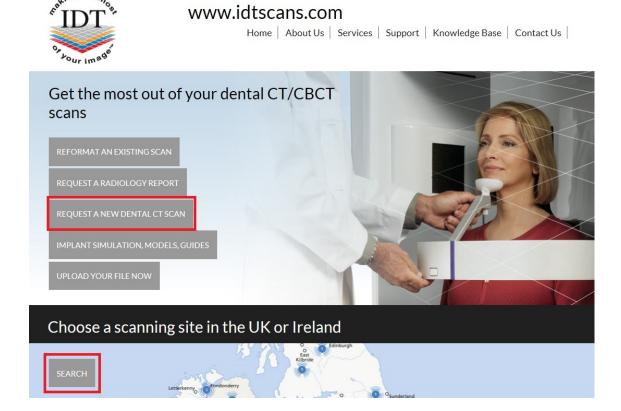


How to Order a CT or CBCT Scan

Step 1:

Go to www.idtscans.com and click on **Search** to find a scanning site in your area. Alternatively, if you already know the scanning site you want to use, you can click on **Request a New Dental CT Scan.**



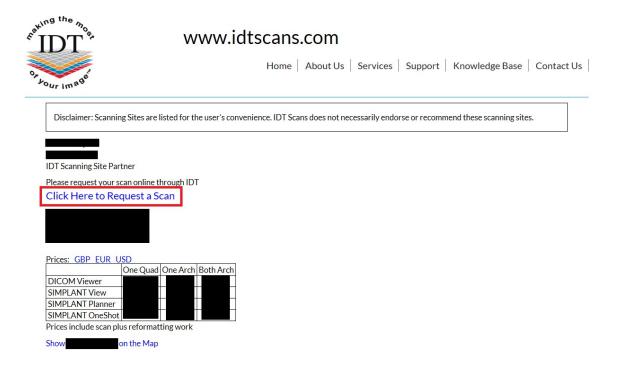
By clicking on **Search** you can find your preferred scanning site by **Location**, **Keyword** or from the **A-Z list**.



Please Note – not all scanning sites will accept online bookings. Please follow the instructions on the screen.

Step 2:

When you've found your preferred scanning site, select Click Here to Request a Scan



Step 3:

Log in with your email address and password to begin the booking process. You will need to **Register as a Prescriber** if you have not already done so.



Step 4:

Choose Next - Scan Details



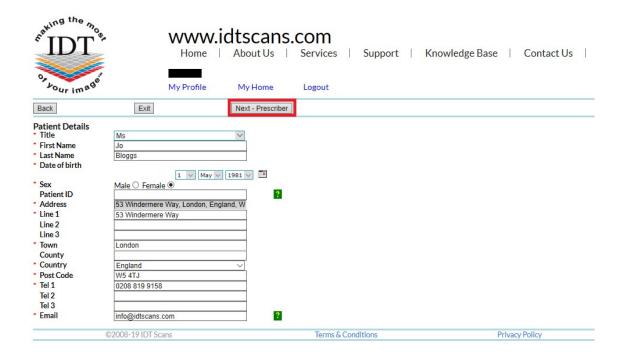
Step 5:

Please enter the scan details and then continue to next page. You must complete all sections marked with *



Step 6:

Please complete all sections marked with * and then continue to next page



Step 7:

Please confirm the Prescriber's details and who will be clinically evaluating the images (you, another clinician or an IDT Radiology Report – for an additional fee)



Step 8:

Please select your preferred reformatting option:



- DICOM Files the original axial slices from the scanner, with basic viewing software (DO NOT use this option if you want SIMPLANT View, Planner, Pro, Master, GO or OneShot format – select SIMPLANT instead).
- **Simplant** the service most frequently selected by SIMPLANT Planner and OneShot users. All datasets include "Separate Teeth" (virtual teeth extraction) and "Separate Skin" (transparent skin surface) where applicable.
- InVivo Viewer a service requested by dentists who use InVivo Dental software produced by Anatomage. Datasets are supplied in proprietary InVivo format. A copy of the InVivo Dental Viewer is also supplied.

Step 9:

Choose your file format and any of the optional extras that you want (fees apply).

The example below is based on choosing **SIMPLANT** in step 8. If you choose **DICOM Files** in step 8, you will see a different list of file formats.



NOTES:

End User is the person who will be viewing the images using SIMPLANT software. This is not necessarily the person who is requesting the scan.

- **Simplant View** is free viewing software. Select this option if the End User needs to view the images and take measurements but does not need to place virtual implants, create a treatment plan or order a surgical drill guide.
- **Simplant Planner** is not free (a licence is required). Select this option if the End User owns Simplant Planner software.
- **Simplant GO** is entry-level, user-friendly software optimised for ordering surgical guides. It is not free (a licence is required). Select this option if the End User owns Simplant GO software.
- **Simplant Pro** is not free (a licence is required). Select this option if the End User owns Simplant Pro software.
- **Simplant Master** is not free (a licence is required). Select this option if the End User owns Simplant Master software.
- **Simplant OneShot** is free viewing software with all the features of Simplant Planner, however, an extra fee is added to the price of the scan. Select this option if the End User doesn't own Simplant but needs to place virtual implants, create a treatment plan or order a surgical drill guide.
- **STL File** if you require a 3D dataset in STL (stereolithography) format. You can use this to print your own 3D model.
- **Physical Model** select this option if you require a 3D Model made by IDT using 3D printing.

Step 10:

You can select **Draw ID Nerve** at this point if you wish (an extra fee applies)

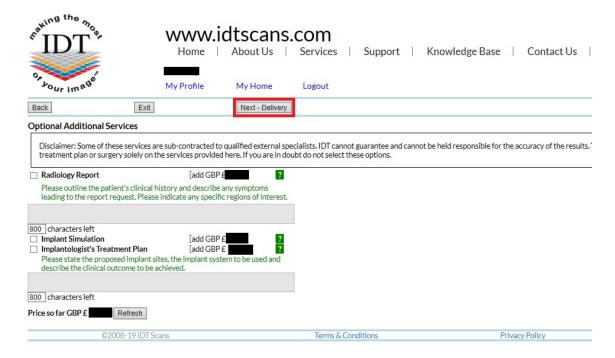


The ID Nerve Canal will be estimated by a member of IDT Scans staff supervised by a
Registered Clinical Scientist. IDT Scans cannot guarantee the accuracy of the ID Nerve
Location. You should rely on your own professional judgement and not base your

treatment plan or surgery on this estimate. If you are in doubt do not select this option.

Step 11:

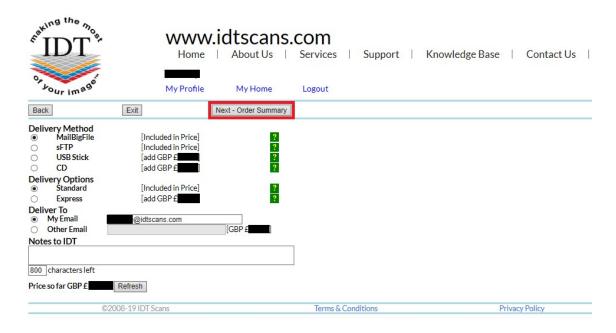
Here you can select any additional services you would like/require (extra fees apply):



- Radiology Report tick this box if you want the images to be clinically evaluated and any abnormalities reported by a Dental Radiologist.
- Implant Simulation tick this box if you would like a Dental Technologist to provide screenshots illustrating possible implant sizes and locations.
- Implantologist's Treatment Plan tick this box if you would like a dentist specialising in Dental Implants to create a treatment plan for your patient.

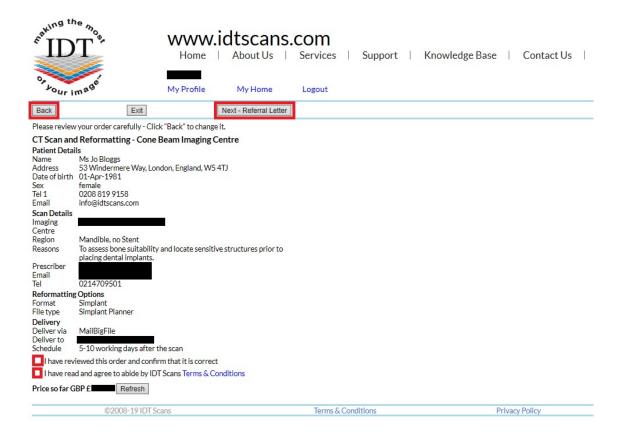
Step 12:

Choose how you would like to receive the results.



Step 13:

This page shows you a summary of your order. You can edit your order by clicking **Back.** When you are satisfied that everything is correct, please tick the boxes and click **Next - Referral Letter**.



Step 14:

The **Referral Letter** must be signed by the prescribing dentist, otherwise it will not be accepted by the scanning site. If you are the prescribing dentist, you can sign the Referral Letter online, or email it to yourself to sign later.



Step 15:

Choose how you would like to pay for the scan. You can either **Pay Online** immediately with a Credit Card, Debit Card, PayPal or select **Pay By Invoice.**

Unless you have arranged credit facilities with us, payment will be required before the scan can take place.

If you select 'Pay By Invoice', we will send an Invoice to you or your patient, but we may not schedule the scan until the Invoice has been paid.

If you wish to avoid delays we suggest that you Pay Online.



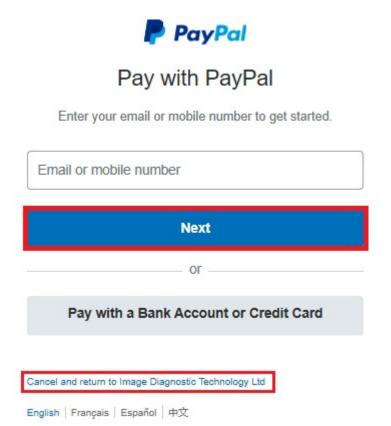
Step 16:

If you choose to pay by Credit or Debit Card, you will be redirected to the **NetBanx** or **Stripe** secure web payment services where your card details will be taken.



Please click **Pay Now** when you are ready to pay. Alternatively, you can select **Back to Merchant** to return to IDT's website and choose a different payment option.

If you choose to pay by PayPal, you will be redirected to PayPal's website.



Please click **Next** when you are ready to pay. Alternatively, you can select **Cancel and return to Image Diagnostic Ltd** and choose a different payment option.

If you need assistance, please phone us while you are at the computer on

- + 44 (0)20 8819 9158 UK
- + 44 (0)7767 366596 Mobile
- + 353 (0)21 470 9501 IRL

and we will do our best to help.

Created by Danielle Fealy on 2015-06-18 Last Revised 2020-03-07 DF/RAR