

Guidelines for documentation of clinical cases

Images & radiographs

Case selection and treatment planning

Relevant information/ dates

Clinical indication including patient age, gender and their overall health and habits (e.g. smoking, systematic medicine, etc.)

- Treatment planning and challenges
- Surgical solution
- Restorative solution
- Surgery date
- Total treatment time (from surgery date to final restoration)
- Tooth position (according to FDI)
- Descriptive title with keywords like indication or overcoming challenges

At minimum, images should document the following treatment steps:

- Initial clinical situation
- Treatment planning
- Surgical procedure (primary bone augmentation procedures, implantations, soft tissue augmentations and abutment connections)
- Restorative procedure (including final situation before prosthetic delivery)
- Outcome (final reconstructions and follow-up visits)
- All the products in the images need to be named with brand and company name

Copyright reproduction permission and informed consents of patients

Each documented case should be accompanied by the Patient Consent form. Any copyrighted work must be accompanied by written permission from the publisher of the original source.

Please use the official patient's authorization and authors declaration forms of Foundation for Oral Rehabilitation.

Radiographs

- 2-dimensional radiographs should be peri-apical. They need to be saved as JPEG and/or TIFF.
- Include before and after panoramic scanning dental X-ray (OPG), if available.
- 3-dimensional radiographs, such as CBCT scans, IOS images or any other software used for treatment planning and relevant screenshots can also be included in the case documentation, saved as JPEG and/or TIFF.

Illustrations

Additional graphs, figures, periodontal charts, schemes and drawings can be added to the case documentation saved as JPEG or TIFF.

Photographs

General recommendations

- Use of retractors
- Except for pictures of the front area, mirrors should be used to take the photo indirectly.
- For intraoral pictures, please ensure that no extraoral structures, retractors, fingers, instruments, lips or the tongue are visible.
- When a mirror is used, please check that the edges of the mirror and unmirrored teeth are not visible.
- The area should be cleaned of blood and saliva.
- All images must be accompanied by a brief caption that describes the image
- JPEG or TIFF files

Intraoral pictures

- Frontal view
- Occlusal view of the maxilla
- Occlusal view of the mandible
- Lateral view of posterior dentition

Supplementary photographs

- Lip appearance
- Close-ups of the anterior or posterior region providing a detailed view on the teeth

Series of photos

It is recommended to use the same basic position when taking a series of photos or for "before and after" pictures. This helps the reader to easily recognize the changes.

Full-facial photographs

Full-facial photographs help the reader put the treatment into overall context and to assess the effects of the treatment on the face. However, patients must agree to the publication of any identifiable images.

Contact details

Science Council (science@for.org)

Guidelines for photography

Dos

Don'ts

Tongue covering the teeth, cusps of the unmirrored teeth are visible



Image is rectangular and occlusal plane is centered

Image is too wide. Surgical drape, nose, lips and retractors are visible



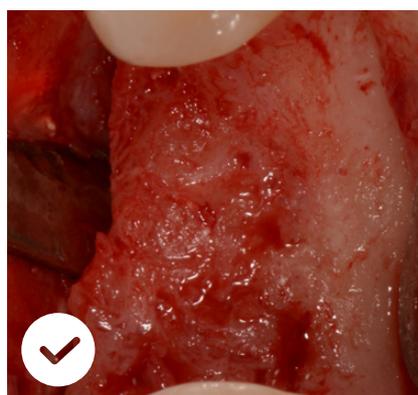
No extraoral structures

Insufficient suction of the saliva



Teeth and interdenal areas have been dried

Blood fills the extraction socket



No blood is covering the bone

All photographs and illustrations were provided courtesy of: Dr. M. Balmer, University of Zurich