**INTRA-ORAL CAMERA SOP**

Intra-oral photos are to be taken at every New Adult(>15yo) visit and Child visit (with noticeable decay, malaligned teeth or pathology) in conjunction with the needed x-rays. The areas to be photographed for adults are under the Intraoral Camera Adult Series file. The areas outlined in the template are required. Technician should also photograph any specific teeth or pathology outside of the template in conjunction with required areas needed for a specific concern or problem.

**Camera Preparation**

1. Find a “mouthwatch” camera
2. Plug camera in to usb port on the front of the computer
3. Place a protection sleeve on camera for OSHA purposes and to protect lenses from harsh chemicals that can cause damage. Make sure that clear portion of the protective sleeve is over the lens and not over the back of the camera.

**Software Preparation**

1. Make sure Open Dental is open and you are logged on.
2. Select patient by clicking on patient in appointment view or by opening the patients chart.
3. Open Patterson imaging by selecting the tab at the top right of the open dental home screen.
4. Once open select New Exam from the bottom left portion of the screen.
5. Under New Exam, select the Intraoral Adult template and open it.
6. Once template is open, select video from the top menu bar.
7. The starting template frame should change from red to blue/yellow and the led lights should be lit.
8. If nothing happens, click the acquire button from the top menu bar.
9. Pictures are now ready to take.

**Taking Pictures**

1. Have patient swallow to remove any excess saliva
2. Use a low volume saliva ejector to remove any saliva and air bubbles from the teeth
3. Have patient or operator hold saliva ejector in mouth while open to remove any humidity and fog that may inhibit picture from being clear.
4. Line up shot that is indicated from the template ensuring that the correct teeth are being imaged.
5. Use two hands or a finger bridge/support to stabilize the camera. Camera has a small focal area so it may be required to move closer or further away slightly to get the correct focus and teeth into view.
6. Once focused, push the button on the shaft of the camera and the picture will be taken.
7. When the series is complete simply close the video window and the pictures will populate in the template.
8. Remove the sleeve from the camera and dispose of it in the trash. The camera is then place back in the holder or safely on the counter for next use.

**Display of Pictures**

1. Pictures must be displayed in front of the patient at maximum screen visibility and with the template maximized.
2. Make sure TV is on and that the input is selected for computer.
3. Grab the top bar of the window template and drag it over to the patient monitor.
4. Leave the screen up to view and in close proximity to the patient until the Dr. and Hygienist can review the photos with the patient.

**Documentation and Coding**

1. Code D0350 is to be documented in patient chart and services performed at check out.
2. It must be noted in the patient chart that Intraoral pictures were taken.

**Printing and emailing**

* Pictures may be printed for or emailed to patients that do not make appointments that day for their discussed and needed treatment.