



INSTRUCTIONS FOR SUBMISSION OF ELECTRONIC CASE REPORTS

General Information

As specified in the *Requirements for Associate Fellow Membership*, candidates must submit three case reports for the oral/case part of the examination. Each report must follow the *Guidelines for Case Reports for Associate Fellow Membership*, revised to May 2016. Reports submitted in the electronic format must also meet the specifications provided in this document.

Submit all case reports online at the links provided by the AAID in your application and confirmation letter. Each electronic case report must include the following three files: written report, photographs and radiographs. Templates are provided for each of these three files as noted in the following sections of these instructions.

Each file should be labeled with the candidate's examination number. As noted in the *Guidelines for Case Reports for Associate Fellow Membership*, the candidate will receive this number after his or her application for the examination is received in the AAID Headquarters Office.

Template for Written Report (see website or CD)

Open the written report template using Microsoft Office Word. On page 1, type your examination number and the patient's initials and choose the case type from the pull down screen. On page 2, insert a scanned copy of the medical history, which has the patient's signature, by doing the following: (1) click on the sample history and (2) go to INSERT picture and insert a scanned copy of the patient's medical history. Be sure that the scanned copy is LEGIBLE.

Beginning on page 3, there are headings for each section of the Case Report Outline. The content that must be included in each section is described in the grey shaded area, which is under the section heading. Begin typing the report text in the grey shaded area where your text will write over the content description. To move to the next section of the report, hit TAB.

When the written report is completed, convert the final file into an adobe pdf document. Label it using your candidate number, case type, and Written Report and save in the appropriate case folder in your files. (e.g. AF001 Single Tooth Written Report).

Template for Photographs (see website or CD)

Use Microsoft PowerPoint to open the photograph template. For each case, type the information specified in the bracketed text. On the first slide, insert the candidate's examination number, the patient's initials, and the case type. All of the photo views required for each case are listed on slide 2, and slide 3 provides the template for each view. In either the slide sorter view or the side bar on the left, click on Slide 3, then edit > copy, edit>paste, and repeat until you have inserted slides for each of the required photos. On slide 3 and subsequent slides, type the view and date that the photo was taken, as appropriate.

To insert a photograph,

- Click on the placeholder that is to be replaced.
- Go to the INSERT menu and click picture and from file, then choose the photograph to be inserted and click insert. Resize the photo to the approximate size of the placeholder.

Label the file using your candidate number, case type, and Photographs and save in the appropriate case folder in your files. (e.g. AF001 Single Tooth Photographs).

Template for Radiographs and CT Scans (see *website or CD*)

Open the template for radiographs in Microsoft PowerPoint. For each case, type the information specified in the bracketed text. On the first slide, insert the candidate's examination number, the patient's initials, and the case type. Slide 2 lists all the radiographs that are required for each case. Slide 3 provides the template for the required radiographs. In the slide sorter view or in the side bar on the left, click on Slide 3, then edit > copy, edit>paste, and repeat until you have inserted slides for each of the required radiographs. On slide 3 and subsequent slides, type the view and date that the radiograph was taken, as appropriate.

To insert a radiograph,

- Click on the placeholder that is to be replaced.
- Go to the INSERT menu and click the following in the following sequence: picture, from file, choose appropriate file and click insert. Resize the photo to be approximately the size of the placeholder.

Name the file by candidate number, case type and "Radiographs" and save in the appropriate case folder in your files (e.g. AF001 Single Tooth Radiographs).

If a CT scan has been made for a case, a panoramic view and representative slices of the scan may be submitted, using the same procedure. Please note that CT scans are **not** required.



ELECTRONIC CASE REPORT SUBMISSION CHECKLIST

CASE 1: Single Tooth

WRITTEN NARRATIVE (PROSE) REPORT

My report includes the following sections:

- A health history with the patient's signature and (if applicable) an English translation
- Treatment consent form with the patient's signature
- Patient Examination
- Development of the Treatment Plan
- Surgical and Prosthetic Report
- Clinical Resume

Checked for spelling errors

Converted to a pdf file and labeled by candidate number, case type, and Written Report

RADIOGRAPHS

Four (4) required radiographs

Each radiograph is labeled with 1) date taken, and 2) required view.

Final radiograph (taken within 12 months of exam)

File labeled by candidate number, case type, and Radiographs.

PHOTOGRAPHS

The eight required post-completion photographs:

- Centric occlusion, right*
- Centric occlusion, left*
- Anterior Centric*
- Anterior Protrusive*
- Lateral view of left working*
- Lateral view of right working*
- Occlusal maxillary*
- Occlusal mandibular*

Each photograph is labeled with 1) candidate number, 2) patient initials, 3) date taken, and 4) required view, and 4) patient initials.

All visual images presented in each photograph is in its original state and has not been altered by a graphics editing program. DO NOT adjust brightness, contrast, color, stretch, draw, etc. on the photographs.

File labeled by candidate number, case type, and Photographs.

CASE 2: Edentulous segment of two or more adjacent teeth

WRITTEN NARRATIVE (PROSE) REPORT

My report includes the following sections:

- A health history with the patient's signature and (if applicable) an English translation
- Treatment consent form with the patient's signature
- Patient Examination
- Development of the Treatment Plan
- Surgical and Prosthetic Report
- Clinical Resume

Checked for spelling errors

Converted to a pdf file and labeled by candidate number, case type, and Written Report

RADIOGRAPHS

Four (4) required radiographs

Each radiograph is labeled with 1) date taken, and 2) required view.

Final radiograph (taken within 12 months of exam)

File labeled by candidate number, case type, and Radiographs.

PHOTOGRAPHS

The eight required post-completion photographs:

- Centric occlusion, right*
- Centric occlusion, left*
- Anterior Centric*
- Anterior Protrusive*
- Lateral view of left working*
- Lateral view of right working*
- Occlusal maxillary*
- Occlusal mandibular*

Each photograph is labeled with 1) candidate number, 2) patient initials, 3) date taken, and 4) required view, and 4) patient initials.

All visual images presented in each photograph is in its original state and has not been altered by a graphics editing program. DO NOT adjust brightness, contrast, color, stretch, draw, etc. on the photographs.

File labeled by candidate number, case type, and Photographs.

CASE 3: Candidate's Choice

WRITTEN NARRATIVE (PROSE) REPORT

My report includes the following sections:

- A health history with the patient's signature and (if applicable) an English translation
- Treatment consent form with the patient's signature
- Patient Examination
- Development of the Treatment Plan
- Surgical and Prosthetic Report
- Clinical Resume

Checked for spelling errors

Converted to a pdf file and labeled by candidate number, case type, and Written Report

RADIOGRAPHS

Four (4) required radiographs

Grafting cases only:

- Cross sectional cone beam radiograph of the augmentation site both BEFORE the augmentation's placement.
- Pre-prosthetic cross sectional cone beam radiograph of augmentation site AFTER the augmentation's placement that shows a) 3 mm gain in bone for onlay grafts or b) 5 mm gain in bone for sinus grafts

Each radiograph is labeled with 1) date taken, and 2) required view.

Final radiograph (taken within 12 months of exam)

File labeled by candidate number, case type, and Radiographs.

PHOTOGRAPHS

The eight required post-completion photographs

- Centric occlusion, right*
- Centric occlusion, left*
- Anterior Centric*
- Anterior Protrusive*
- Lateral view of left working*
- Lateral view of right working*
- Occlusal maxillary*
- Occlusal mandibular*

ADDITIONAL PHOTOS (if applicable) BY CASE TYPE

Edentulous case with removable prosthesis also include:

- Occlusal view of the superstructure without the removable prosthesis in place.
- Frontal view of the superstructure without the removable prosthesis in place
- View of the intaglio (tissue side) surface of the removable prosthesis

Grafting Cases (horizontal onlay graft, vertical onlay graft, or lateral wall sinus augmentation)

- Pre-surgical occlusal view showing the atrophic ridge
- Pre-surgical facial (lateral) view showing the atrophic ridge
- Immediate post-surgical occlusal view
- Immediate post-surgical facial (lateral) view
- Occlusal view of healed site, typically 4 - 6 months after ridge augmentation and pre-implant placement
- Facial (lateral) view of healed site, typically 4 - 6 months after ridge augmentation and pre-implant placement

Immediate placement of one or more implants in the maxillary anterior segment cases (*13 photos total*)

- Frontal view of proposed immediate site in the aesthetic zone prior to extraction
- Occlusal view of the proposed immediate site prior to immediate implant placement
- Frontal view of the proposed immediate site prior to immediate implant placement
- Occlusal view of the immediately placed implant
- Frontal view of immediate provisional

- Each photograph is labeled with 1) candidate number, 2) patient initials, 3) date taken, and 4) required view, and 4) patient initials.
- All visual images presented in each photograph is in its original state and has not been altered by a graphics editing program. DO NOT adjust brightness, contrast, color, stretch, draw, etc. on the photographs.
- File labeled by candidate number, case type, and Photographs.

FINAL CHECK

- The three cases are for three different patients.**
- Each case has been in function with the FINAL prosthesis for 1 year.**
- The patient in case 1 radiographs MATCHES case 1 photographs and case 1 written report.**
- The patient in case 2 radiographs MATCHES case 2 photographs and case 2 written report.**
- The patient in case 3 radiographs MATCHES case 3 photographs and case 3 written report.**