



## INSTRUCTIONS FOR SUBMISSION OF ELECTRONIC CASE REPORTS

### *General Information*

As specified in the *Requirements for Fellow Membership*, candidates must submit ten case reports for the oral/case part of the examination, three of which include a detailed written report and seven that are documented with radiographs. These case reports may be submitted in either print or electronic format. Each written report, irrespective of the format, must follow the *Guidelines for Case Reports for Fellow Membership*. Reports submitted in the electronic format must also meet the specifications provided in this document.

Submit all reports on PC formatted CD-ROM or one memory stick (thumb drive) that includes a folder for each case type, labeled as appropriate, e.g., unilateral edentulous posterior maxilla case. 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.

On the label, include the candidate's examination number and the notation, "Three Written Case Reports." As noted in the *Guidelines for Case Reports for Fellow Membership*, the candidate will receive this number after his or her application for the examination is received in the AAID Headquarters Office.

For the seven cases documented with radiographs, use the template for radiographs, which is described on the next page. Submit these seven cases on CD-ROM or thumb drive that includes a folder for each case on the label, include the candidate's examination number and the notation, "Seven cases documented with radiographs."

### *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, label it "Written Report" and save in the appropriate case folder.

### *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.

Save the photographs in the appropriate case folder in a file named 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.

Save the radiographs in the case folder, as appropriate, in a file named Radiographs.

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