

Virtual Observation Appointment – Photo Instructions

We will need 8 photos for your virtual appointment. The first 3 are of the face, smile, and profile. The other 5 are of the teeth and bite.

First let's start with the 3 facial photos. Have the patient stand against a plain wall and take the photos level with the patient's face. Make sure the patient's head is level and looking forward (not tipping chin down, etc.)



1. The first one is with lips together and relaxed (no smile).



2. Now we want to see a big smile.



3. Now the patient turns to their left with lips together and relaxed (profile).

Now we are ready for pictures of the teeth and bite. Start with everyone washing their hands. We suggest using spoons to help retract the cheeks and lips. When using spoons as retractors have the round convex side facing the teeth. We recommend smaller spoons for younger kids and larger spoons for older kids and adults. If you have the “Watch Ya’ Mouth” game, then use those cheek retractors.

If taking photos of a young child, and 2 parents are available, 1 parent can hold the spoons to retract the cheeks (either from the front or from behind) while the other parent takes the photos. See examples below. Also, please turn on the flash for all of the teeth photos (very important).



Holding spoons from behind



Holding spoons from the front



4. Using the spoons to retract the cheeks, have the patient bite down on their back teeth and take the photo from the center. Confirm flash was on (for all teeth photos). Also confirm patient was biting all the way together on back teeth.



5. Still using both spoons as retractors, pull back on the right side a little more, have the patient bite down on their back teeth and take the photo from the right as perpendicular to the back teeth as possible (not straight from the front). Confirm patient was biting all the way together on back teeth.



6. Now pull back on the left side a little more, have the patient bite down on their back teeth and take the photo from the left as perpendicular to the back teeth as possible. Confirm patient was biting all the way together on back teeth.



7. Have the patient tip their head back, pull their upper lip up with their fingers, open wide, and try to capture the entire upper arch (no spoons, just 2 fingers).



8. Have the patient tip their head down slightly, pull their lower lip down with their fingers, open wide, and try to capture the entire lower arch (no spoons, just 2 fingers).

Now that you have taken the photos, please crop them as shown and email them to info@williamsorthodontics.net. Please note “photos for review” in the subject line. Congratulations, you did it!

Link to YouTube video with similar photo instructions and an office tour.
<https://youtu.be/tqoWYeBfH3E>