

## Protocol for scheduling CBCTs for all undergraduate students

### **Signing up for a CBCT scan:**

- 6 CBCT patients will be scheduled on each designated day (sign-up sheet located inside Ms. Dale's (rad tech) office)
- patient's axiUm number must accompany the patient's name on the sign-up sheet.
- all preliminary dental treatment **must** be completed prior to scheduling a CBCT.
- appointments for scans should be scheduled only if the implants are to be placed within a few months. (This is to hopefully avoid a repeat scan and thereby avoid unnecessary x-radiation for the patient.)
  - On the day of the CBCT, [you must accompany the patient to the Radiology clinic](#) to observe the process to acquiring a CBCT. **Failure to comply will result in your patient not having the CBCT preformed that day.** (The purpose of you accompanying the patient is for you to observe the procedure which you may be performing in your own offices in the future. Furthermore, should you have any questions about the images, either interpretation or technique, we can address them with you).

### **Before the actual date of the CBCT scan:**

- student must enter the CBCT treatment procedure code **DO383** into patient's axiUm record.
  - [CBCT fee MUST be pre-paid](#) (i.e. in advance of the CBCT appointment).  
**Failure to comply will result in the patient not having the CBCT preformed that day.**

### **Following the CBCT scan:**

- upon completion of the CBCT scan, [the treating student is to send an e-mail](#) to Drs. Hubar and Thunthy requesting approval for completion of the procedure in axiUm.  
**Failure to comply with any of the protocol is disrespectful (and an inconvenience) to your patient and other classmates whom may have wished to schedule their patient on the same day, but there weren't any openings available. You will also need to reschedule the patient for another date.**