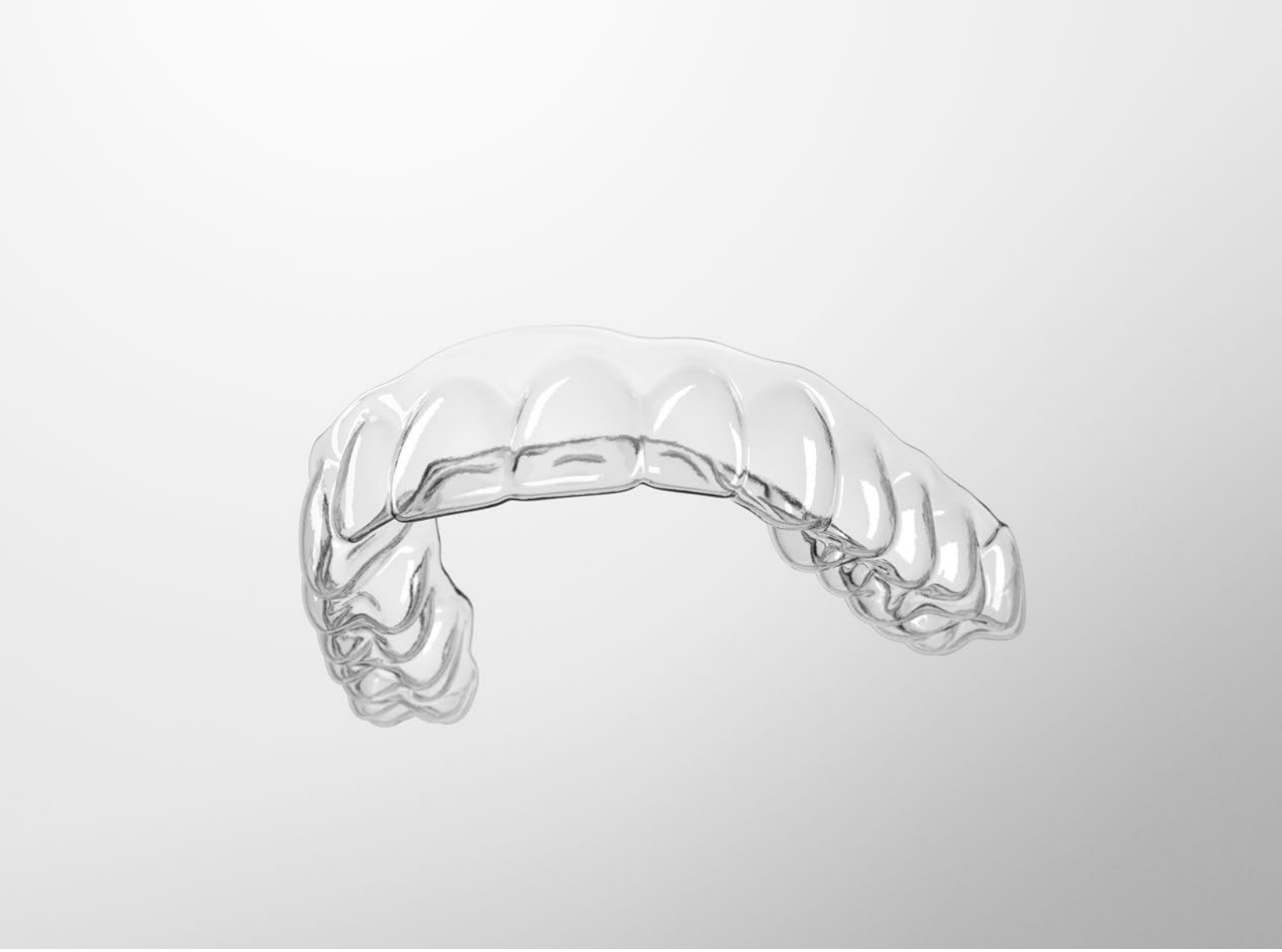

SureSmile® Advanced

Staff Level 1 - Module 3

Managing Brackets for SureSmile Treatment

THE DENTAL SOLUTIONS COMPANY™

Dentsply Sirona

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Module 3 Learning Objectives

- Create & maintain brackets sets for your practice to enable staff to quickly apply the correct brackets during an order
- Follow best practices for maintaining bracket inventory for SureSmile patients
- Set preferences for bracket families to reduce the bracket list to relevant part numbers

Sending SureSmile® a Bracket Request

Email Bracket Requests to: brackets@suresmile.com

Please include:

- Doctor Full Name (ie: Dr. John Doe)
- Bracket Part Number (ie: 123-456A)
- Bracket Manufacturer (ie: GAC)
- Bracket Family (ie: In-Ovation R)
- Bracket Slot Size (ie: .022)
- Tooth Location & Number (ie: UR5)
- Indicate if needed for CBCT

**Please note that all new bracket submissions may take approximately eight (8) weeks before becoming available in SureSmile.*

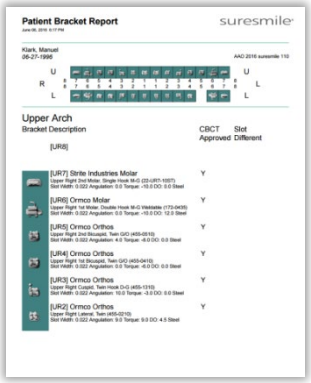
Following Best Practices for Bracket Management

Practices must usually upgrade their processes for ordering, storing and tracking brackets to ensure that they can correctly identify the brackets bonded for each SureSmile patient. Here are some best practices:

Selecting bracket systems

- Select a limited number of bracket manufacturers/families to avoid potential mix ups.
- Avoid using different part numbers that are so similar in appearance that staff cannot tell them apart.
- Avoid using sample sets that are offered by manufacturers as you may encounter a situation where the bonded brackets are not in the SureSmile bracket library or unidentifiable.

Maintaining inventory



- Never use old inventory for a SureSmile patient since a bracket can be obsolete or unidentifiable.
- Avoid overstocking as brackets may become obsolete or undergo design changes.
- Keep a printout of your bracket sets for reference. (In SureSmile, click Reports > Bracket Template)
- Contact your bracket representatives quarterly for product updates including bracket design changes and part number changes.

Bonding brackets for SureSmile treatment

- Handle bonding trays with care—if you drop brackets do not use them unless you can identify the part numbers with 100% confidence.
- Record the bracket set and/or bracket part numbers in your practice management system. Enter the information where you can easily find the latest updates such as in the treatment plan notes (rather than the appointment notes).
- If the patient loses or breaks a bracket, rebond with the same part number.

Entering SureSmile orders

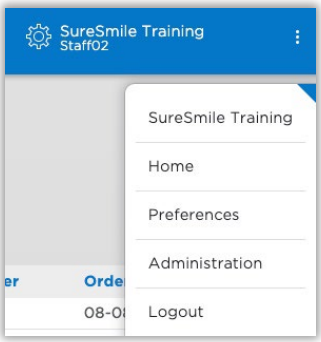
- Make sure your therapeutic photos are in focus— both the practice and Digital Lab will refer to photos when there is a bracket question.
- If you cannot precisely identify the bracket, consider rebonding with a known bracket. Otherwise, we must rely on the doctor's clinical judgment to produce the wire prescription.
- Keep a printout of your bracket templates where you can refer to them as you enter the Dental Exam.

Section 1: Creating Bracket Sets

To prepare for real patient orders, create your bracket sets in your real patient database. To avoid overwriting each other's work, each person can create a different set.

Logout

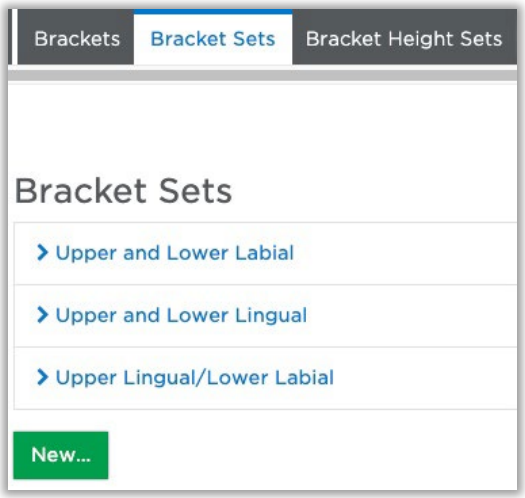
To ensure that each staff member logs in with his/her own username, logout when you walk away from a shared computer.



1. Click the settings icon .
2. Select **Logout**.

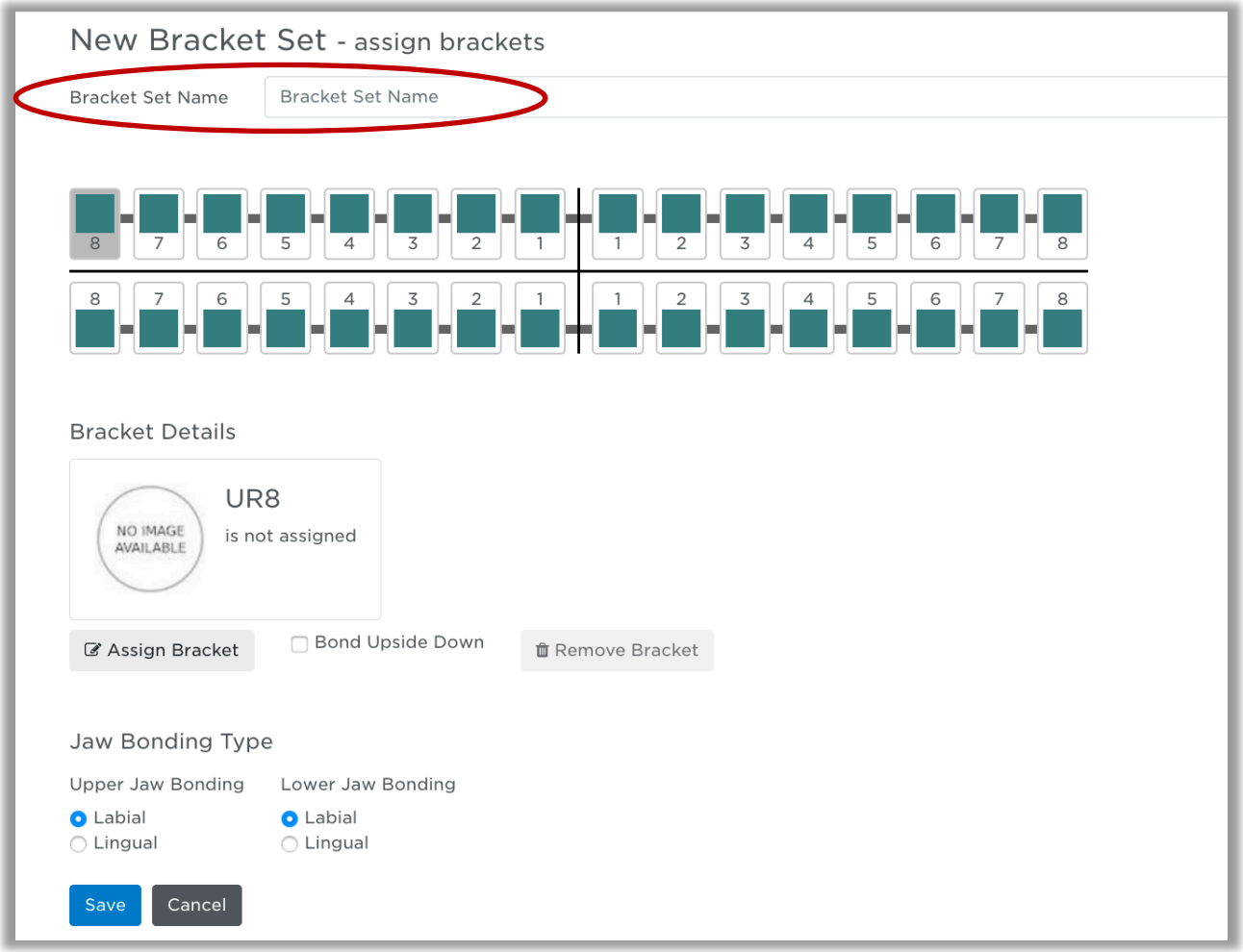
Find Bracket Sets Under Preferences

1. Login using your real username and password.
2. Click the settings icon and choose Preferences.
3. Select **Bracket Sets**. The area opens with the sets that are "built in" for every SureSmile practice.



Start a New Bracket Set

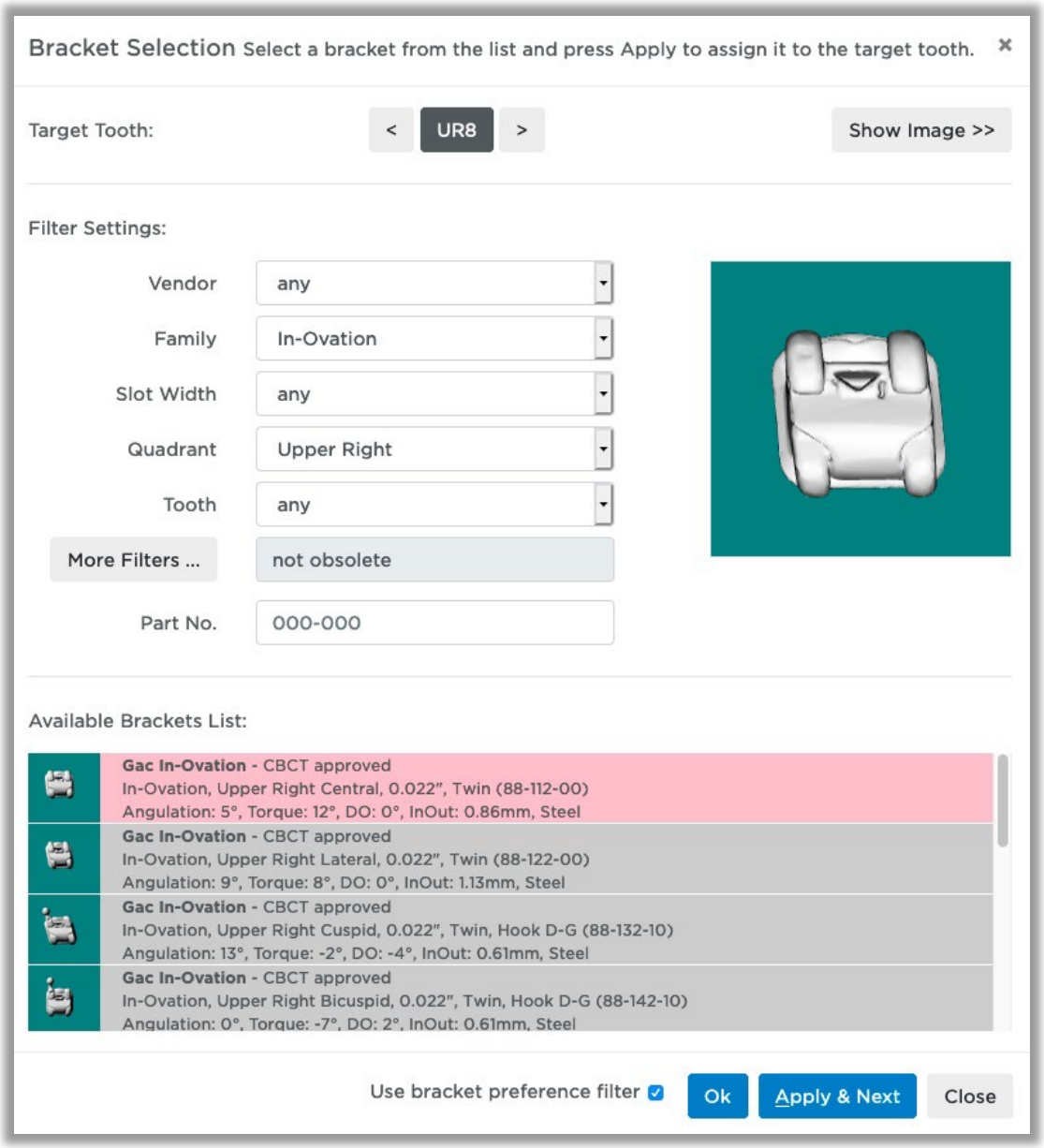
1. Click the New... button. A tooth chart opens.
2. Enter a descriptive name for your new bracket set.



Apply Part Numbers

To create a complete set, enter a bracket part number for each tooth. You can also create a partial set to use as an overlay. For example, you may use clear brackets in combination with different sets of posterior brackets.

1. Select a tooth.
2. Click the **Assign Bracket to Selected Tooth** button. The Bracket Selection dialog box appears.
3. In the Part Number box, type the bracket part number.



4. Select the part description and click **Apply & Next**.

   The dialog box remains open if you click Apply & Next to allow you to apply more brackets. It will close when you click OK.

5. In the Target Tooth area, click the arrows to move to the next tooth. Or, you may notice the software automatically advanced to the correct tooth.

   TIP: To save clicks, start from the patient's right in each arch and the software will advance toward the patient's left.

6. Repeat the previous steps to apply part numbers.

7. When you are finished applying brackets, click **OK** to close the dialog.

   TIP: Here are keyboard shortcuts:

   ALT+A (Chrome browser)

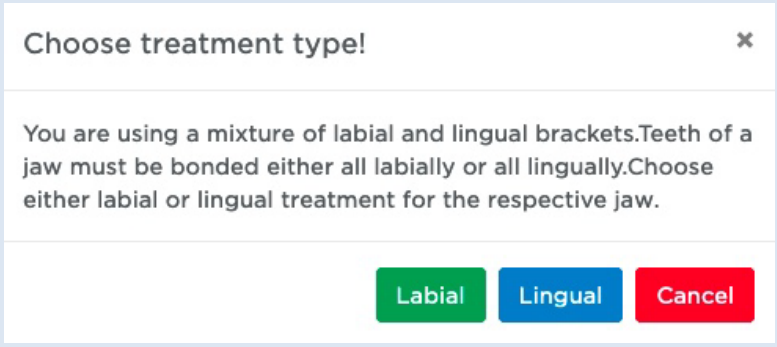
   ALT+SHIFT+A (Firefox or Safari browser)

   Using one of the shortcuts is the same as clicking on the **Apply & Next** button, just faster.

Error Messages:

Mixed Bracket Sets

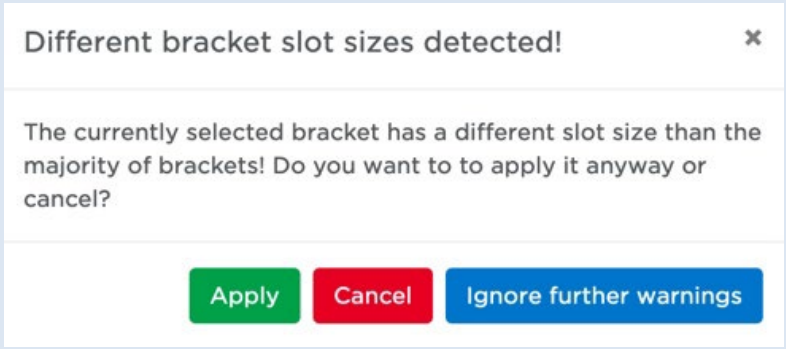
Teeth for each arch must be bonded either all labially or all lingually. If you are creating a mixed labial and lingual bracket set or if you are using lingual brackets when the labial option is selected, you will be prompted with the following warning message:



This warning helps you remember to choose either labial or lingual treatment for the respective arch and thus avoid a customer hold.

Different Bracket Slot Sizes

When creating a bracket set and choosing a bracket which has a different slot size, the following message will be displayed:



In addition to the options to Apply or Cancel, you have an option to “Ignore further warnings” that will both apply your selection and suppress this warning for this session.

Bond Upside Down

1. If a bracket in the set will be typically bonded upside down, select it in the tooth chart.
2. Click the **bond upside down** checkbox.

Indicate Labial/Lingual

If you assign all lingual brackets to an arch, the software will prompt you to designate the arch as lingually bonded. Or, you can checkmark each arch yourself using the Labial and Lingual options.

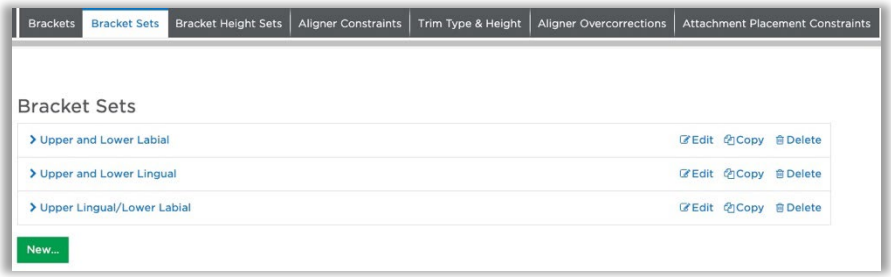
Save a Bracket Set

1. To remove a bracket from the set, click to select the bracket and then click the Remove Bracket button.
2. To replace a bracket in the set, repeat the steps in the previous section.
3. When you are finished editing the set, click **Save.**

Duplicate a bracket set

If you want to make another set that has some of the same brackets, use the duplicate feature.

1. Find the bracket set that you want to duplicate.
2. Click the Copy button that is on the right side of the screen.
3. Look through the list until you find the name of the bracket set with "(copy)" at the end of the name.



Rename a Bracket Set

1. In the list of bracket sets, locate the one that you want to rename and select it. The Edit Bracket Set page opens.

   OR

   Click the pencil to the right of the name.
2. In the text box at the top of the Edit Bracket Set page, change the name.
3. Click **Save.**

Section 2: Updating Bracket Sets

Find Bracket Sets Under Preferences

1. Click the settings icon and choose **Preferences**.
2. Select **Bracket Sets**.

Edit a Bracket Set

1. Select the link to the name of the set to be edited or click the adjacent pencil icon. The Edit Bracket Set page opens.
2. Select a tooth icon in the chart.
3. Click the **Assign Bracket** button. The Bracket Selection window opens.
4. Apply the new part number(s) as needed.
5. When you are finished, click **Save**.

Section 3: Set Bracket Preferences

Because the full list of brackets supported by SureSmile is extensive, setting your bracket preferences allows you to restrict the list to only those brackets that you use frequently.

TIP: When choosing brackets in the Bracket Selection window, you can override this filter if you enter a part number. Alternatively, you can deselect the filter checkbox at the bottom of the window.

Set Bracket Preferences

1. Click the settings icon and choose **Preferences**.
2. Click **Brackets** at the top of the page.
3. Set one or more of the following preferences as needed to match the requirements for your practice. Click to select one or Ctrl + click to select multiple.
    - To set **Manufacturer** preferences, click in the box, hold down the Ctrl key and click the names of companies that supply brackets for your SureSmile patients.
    - To set **Family** preferences, click in the box, hold down the Ctrl key and click the families (from the selected manufacturers) that apply to your SureSmile patients.
    - To set **Slot** preferences, click in the box and select the default width; hold down the Ctrl key if you want to select more than one width.
4. To set **CBCT** approved preferences, click in the box and select Yes or No.
5. To set **IDB Tray** approved preferences, click in the box and select Yes or No.

    NOTE: For details on the IDB options on the Brackets page, see IDB training materials.
6. Click **Save Changes**.
    a. Click *Reset* to clear all your selections for any of the drop-down lists. If nothing is selected in these Preferences, all supported brackets are available in the Brackets window.
    b. To remove a selection from the manufacturer, family, or slot lists, click the x following the name of the listing that you want to delete.

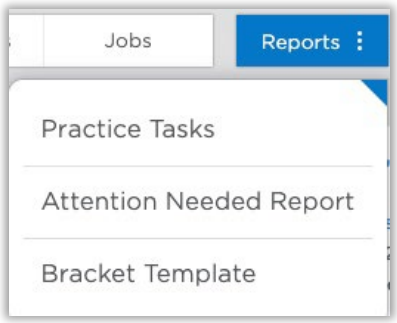
Section 4: Run Bracket Reports

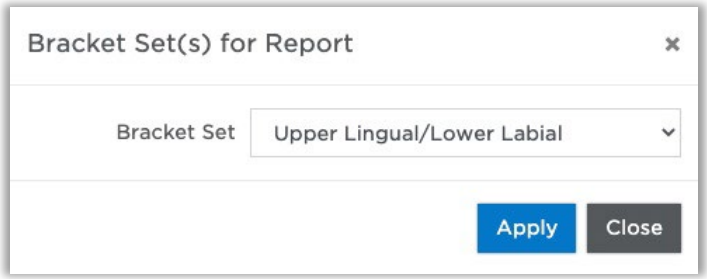
Use the Bracket Template report to double-check the brackets you selected for a bracket set or document the templates approved in your office.

Create a Bracket Template Report:

1. On the clinic overview, click **Reports**.
2. From the drop-down menu, select **Bracket Template**.
3. Select a bracket set, and then click **Apply**. The report opens or is available in your Downloads directory.

   Note the report includes a column to indicate CBCT-approved brackets and a column to warn you if the set contains more than one slot size.
4. When you have finished working with the report, click the **x** in the tab to close the report page.





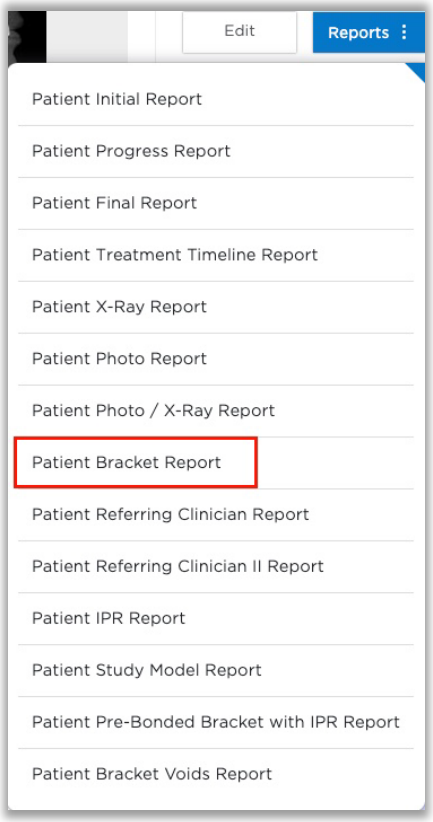
You can also run a report on the brackets bonded for a specific patient.

Create a Patient Bracket Report:

1. Open the patient's record to the patient overview page.
2. On the patient overview, click **Reports** and select Patient Bracket Report from the drop-down list. The report opens or is available in your Downloads directory.

   NOTE: This report does NOT report brackets under these circumstances:

   - Brackets are planned but not bonded (assigned in a diagnostic model but not assigned in a therapeutic model).
   - Patient is debonded (as indicated by processing a final model).



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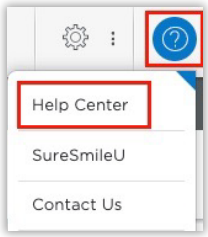
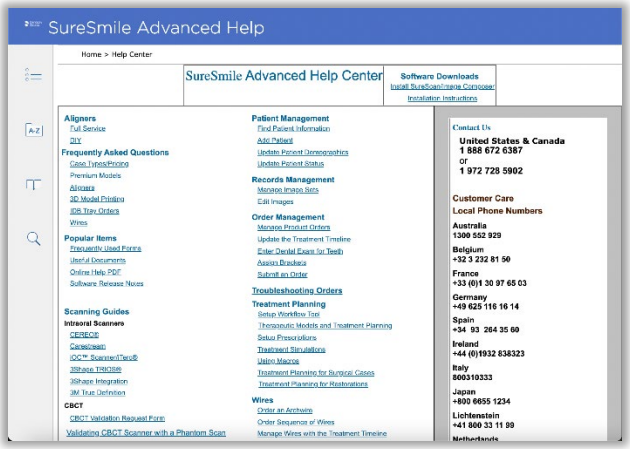
Learning Resources

Search the **Help Center** in SureSmile for:

- Online help topics with step-by-step instructions
- Downloads including forms and reference documents
- Video demonstrations of software features

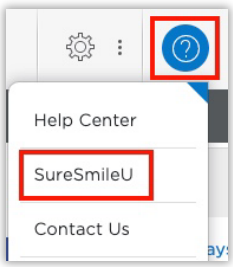


To open the Help Center, click the question mark button and select **Help Center**.

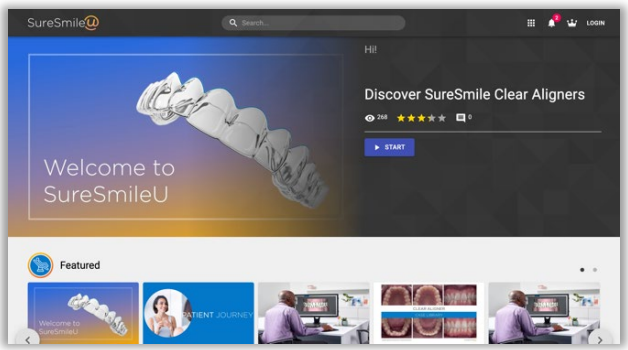


Visit www.suresmileu.com for online learning resources including:

- Archived SureSmile webinars
- Recordings of presentations from events
- Class materials



To open SureSmileU from the SureSmile software, click the question mark button and select **SureSmileU**.



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