

ARTech Laboratory, Inc.
Requirements - Checklist - Upper Extremities

BE or AE Myo & I-Limbs

- _____ Plaster model of “sound” side, with fingers in the relaxed/natural position that the patient wants. Model should be made 3 to 4 inches above the styloid.
- _____ Electronic Hand & production glove it came with. **Wrist Rotator?**
- _____ Measurements filled out on Work Order (from shortest point on socket to tip of the thumb.)
- _____ Color choices filled out on Work Order
- _____ Color-true photos by CD or e-mail, taken on the ARTech Color Chart background. If sending prints, please circle areas on photos that most closely match the patient’s skin tones. We need a photo of the dorsal side, palmer side and a close up of the fingernails ***without polish***. Please refer to “Photograph Policy” in the information package. We need photos of the arm as well as the hand.
- _____ **New photos even for 2nd models.**
- _____ Three to four weeks after we’ve received the models we will need the socket so we can apply the “skin” and join it to the hand.

BE or AE Passives

- _____ Plaster mold of “sound” side with fingers relaxed/natural in the position that the patient wants. Model should be made 4 to 5 inches past the styloid.
- _____ Socket with inner hand or paddle (2” wide, 3” long, ¾” thick is best) attached.
- _____ Measurements on BE’s from shortest or lowest point on socket opening to the tip of the thumb.
- _____ Color choices filled out on the Work Order
- _____ Color-true photos by CD or e-mail photos, taken on ARTech Color Chart background. If sending prints, please circle areas on photos that most closely match the patient’s skin tones. We need photos of the arms as well as the dorsal side and palmer side, and a close up of the fingernails (without polish). A photo of both hands, palms together with elbows together on a flat surface will help us with questions of finger length.
- _____ (Please refer to “Photographic Policy” in the information package.) **New photos even for 2nd models.**

models.

Partial and Total Hands

- _____ **Dental stone** model of “affected” side. Model should be made 3 to 4 inches above the styloid.

Wrist Straight.

- _____ Plaster model of “sound” side **with fingers in the relaxed/natural position that the patient wants the finished prosthesis to be in.** Model should be made 3 or 4 inches past the styloid, or as long as the prosthesis is to be made. **If missing digit is a thumb, please have patient hold the hand in the alginate in the “opposition” position, both the sound side and the affected side. Fitting a thumb is a difficult process.**
- _____ Measurements filled out on Work Order
- _____ Color choices filled out on Work Order
- _____ Color-true photos taken on ARTech color background by email or CD. Photo prints should be compared to the patient and areas that most closely match circled. We need a good dorsal and palmer view and a close-up of the fingernails without polish. A photo of both hands, palms together with elbows together on a flat surface will help us with questions of finger length. **New photos even for 2nd models.**
- _____ **We need to know if any residual digits are fixed or if there is some movement left.**

Fingers

- _____ **Dental stone** model of “affected” side. Model should be made at least to mid-palm.
- _____ Plaster model of “sound” side. Model should be made at least to mid-palm. Depending on length of residual, **the fingers should be in the relaxed/natural position.**
- _____ ***If thumb is included, models need to be of entire hand, past the wrist.***
- _____ Measurements filled out on Work Order
- _____ Draw a line on the Work Order where the patient wants the “trim line” to be.
- _____ Color choices filled out on Work Order

_____ Color-true photos taken on ARTech color background by email or CD. If prints, compare to patient's skin tones and circle the areas that most closely match. We need a good dorsal and palmer view and a close-up of the nails *without polish*. A photo of both hands, palms together with elbows together on a flat surface will help us with questions of finger length. **New photos even for 2nd models.**

ARTech Laboratory, Inc.
Checklist
Lower Extremities

Feet

_____ ***Dental stone*** model of "affected" side, taken in the weight bearing position with the leg vertical. Model should be made 3 to 4 inches above ankle.

_____ Plaster model of "sound" side, taken in the weight bearing position with the leg vertical. Model should be made 2 to 3 inches above the ankle. ***Also, tracing of sound side, even if it is a BK or AK.***

_____ Measurements filled out on Work Order

_____ **Shoe size a and pair of shoes that patients want to wear – foot shell should be two sizes smaller.**

_____ **Indicate if the toes are to be split to allow for wearing sandals.**

_____ Color choices filled out on Work Order – ***Mandatory on "Standard" Feet***

_____ Smallest shoes that patient would like to wear

_____ Color-true photos taken on the ARTech background by email or CD. If prints, compare to patient's skin tones and circle the areas that most closely match. We need both a top and bottom view, both sides, and a close up of the nails. **New photos even for 2nd models.**

_____ Please, note any additional information, like sensitive spots, rigid sole, etc. on the Work Order and model.

BK's and AK's

_____ Plaster model of "sound" foot, 3 to 4 inches above the ankle, and taken in the weight bearing position.

_____ Socket with foam sculpted to match shape of patient's leg. We do not have foam shaping tools, nor do we know the shape of the patient's leg.

_____ Indicate if toes are to be split to allow for wearing sandals.

_____ Measurements filled out on Work Order

_____ Color choices filled out on Work Order. **New photos even for 2nd models.**

_____ Color-true photos taken on the ARTech Color Chart background by email or CD. If prints, compare to patient's skin tones and circle the areas that most closely match. We need a view from all angles and a close up of the nails without polish. Please include photos of the upper leg also, especially if it is an AK.

If patient has had a prosthesis previously, it would be helpful to us to have it, or at least a photo of it. They usually want the new prosthesis to look similar to the one they are using now unless there is some problem with the current one.

We do not need a lot of photos that are different colors. One or two prints of each angle, if they are color-true, will be sufficient.

It is not necessary to return the color chart with the models. We have the same ones here to refer to.

When fabricating sockets, please try to duplicate the patient's sound side measurements as closely as

possible and allow for 2mm thickness of silicone skin.

The very best way to ship stone models is to wrap them (after drying) in a bubble wrap and put them in a box filled with packing peanuts. We get them with less breakage this way than any other.

ARTech Laboratory, Inc.
Ear Checklist

1. Be sure to take photographs before casting.
2. With the patient sitting upright, take close-up photos of both sides from a direct side view. For orientation purposes be sure that the camera is level. Take front view photos of the left and right sides independently. Also take a back view photos of the left and right sides. Take more photos at various angles and distances with the photo background held adjacent to the ear.
3. Be sure ear plug is well below the opening of the ear canal after it expands, but still visible for easy removal.
4. Please mark true/absolute North, 0 degree axis on the impression of both the sound and affected models.

Nose Checklist

1. Take close up photos of both sides of the face at 90 degree, at 45 degrees and a direct frontal view with the color background held against the skin. For orientation purposes please be sure the camera is level. We will need photos before the amputation.
2. It is important to have a good impression of a 5-6 diameter area around the nose for correct orientation. The upper lip should be included in the impression.
3. Allow the stone to completely dry before shipping.

If patient has had a prosthesis previously, it would be helpful to us to have it, or at least a photo of it. They usually want the new prosthesis to look similar to the one they are using now unless there is some problem with the current one.

We do not need a lot of photos that are different colors. One or two prints of each angle, if they are

color-true, will be sufficient.

It is not necessary to return the color chart with the models. We have the same ones here to refer to

The very best way to ship stone models is to wrap them (after drying) in a bubble wrap and put them in a box filled with packing peanuts. We get them with less breakage this way than any other.