SUBMITTING AN RX ONLINE
Short Version

1. Open your internet browser and go to the Excel Orthodontics Inc. website at www.excelorthodontics.com

2. Select login from the menu.

3. Enter username and password in the spaces provided. *(Register if first time user.)*

4. Select cases from menu.

5. Select "Submit RX" from the drop down menu.

6. Enter patient first and last name.

7. Enter patient chart # in the patient chart # field. Note: This number essential for study models.

8. Enter requested Return Date and Time.

9. Click on forward to product instructions.

10. Click on the drop down menu in the RX type.

11. Pick an RX type.

12. Click on the drop down menu for the RX category.

13. Select an RX category.

14. Click on drop down menu for product.

15. Select a product.

16. Verify personal preferences on file for product.

17. Add any general instructions/preferences in specified fields. *(Example: Color, Pontics, Etc.)*

18. Checkmark appropriate enclosure boxes.

19. Click on forward to upload a file.

20. Add digital files as needed. *(i.e. photos)*

21. Forward to review and submit.

22. Add another product if needed. *(Repeat steps 10-21)*

23. Enter any General Comments in appropriate fields. *(I.E. Special delivery instructions, Etc.)*

24. Click on signed by doctor box.

25. Click on save case.

26. Click on print work order.

27. Schedule a pickup with our drivers or UPS *(UPS customers: Print label)*

28. If model sent, write patient name on the back of the model. If sending and impression, write patient name on a biohazard bag along with doctor name. *(Skip this step if sending digital models.)*

29. Enclose models and/or impressions in biohazard bag & put both copies of printed work order in outside pouch. *(UPS customers: Affix printed UPS label to box bundling multiple cases please)*