

Getting set up with scanning

Step 1 – complete the clinic readiness checklist

- **A suitable iPad** – see the list of suitable iPad models for Structure Sensor [here](#). If you plan to scan without the Structure Sensor, ensure your iPad or iPhone has the TrueDepth front facing camera (used for FaceID). If you're scanning without a Structure Sensor, you may want to consider using a mirror attachment (e.g. Scanmira) to assist with scanning, contact us for more details.
- **OPTIONAL: A Structure Sensor** – available from [Occipital](#) – this is the camera attachment for your iPad. When purchasing, you'll need to know what size iPad you will be using.
- **A ScanMate** – available [here from QOL](#). This is the device we've developed to hold the foot in STJ neutral to allow you to hold your iPad – no more asking the patient to 'hold still'! You can see the ScanMate in action [on our website](#). This [demonstration video](#) shows how to use the ScanMate with the patient both prone and supine (supine is preferred).
- **The QOL 3D Scan app** – free download [here from the app store](#). Please note the following important settings:
 - User ID – the name of your clinic
 - If scanning without a Structure Sensor, change Sensor to Liberty 2.0
 - If using a mirror device (e.g. Scanmira), change TrueDepth mirror mode to on (green)
- **A MyQOL log in** – this [demonstration video](#) shows how to use the portal. In MyQOL, once we've evaluated a scan we report back to you on the forefoot to rearfoot relationship and any other relevant information (e.g. one foot being longer or lower than the other). That way you can see how we evaluated each scan individually and processed them, so you can see no shortcuts have been taken.

Get in touch with us if you don't yet have a log in.

- **Connect** the iPad and Structure Sensor using the mounting bracket and lightning cable.
- **Do some practice scans** using your scanning hardware together with QOL 3D Scan, and ScanMate before you scan your first patient!

Step 2 – Scan your patients

- a) **Open Safari on your iPad** and go to myqol.qol4feet.com.au. Enter your email and password and log in.
- b) **To enter a new prescription**, press the 'New' button on the top right of the page.
- c) **Select your clinic**. If you work across multiple sites, these will all be displayed.
- d) **Add a new patient** by pressing the 'Add' button on the right of the page. Patient first and last names along with date of birth are all required fields. Gender and weight are optional fields.
- e) **Select the order type**. Select either orthotic or Richie Brace.
- f) **Select the cast type**. For a scan as described above, select the 'New Digital 3D Scan' option.
- g) **Select the extremity** (which in most cases will be both).
- h) Shoe size, shoe type and required by (fit date) fields are all optional.
- i) **Select 'Scan Now'**. This will then automatically launch the QOL 3D Scan app and transfer across all the relevant patient details. It will automatically load the left foot scan where both feet are being scanned.
- j) **Set your patient up in the ScanMate**, either prone or supine (supine is preferred).
- k) **Stand back** about 50-60cm from the foot. Align the Structure Sensor camera parallel to the plantar aspect of the foot. If scanning without the Structure Sensor, you only need to be about 20-30cm back from the foot.
- l) **Check the orientation of the foot outline** and change it if needed, depending on whether you are scanning the patient prone or supine. To change the orientation, press the white triangle in the bottom left of the screen. By moving the 'Default rotation' slider bar back and forth, the orientation of the foot outline will move 360° at 90° intervals. Ensure the outline of the foot is in the same orientation of the patient's foot.
- m) **Check the three white dots** (two at the forefoot, one at the heel) are inside the patient's foot. To change the size of the foot outline in the app, moving the 'Size' slider bar back and forth until the outline is slightly bigger than the patient's foot, and the three white dots are inside the patient's foot.
- n) **Find the target** - when the app detects the foot is in the perfect position, the target in the middle of the screen turns green and a rectangular box appears around the foot. You can then press the green 'START' button to start scanning.
- o) **Scan until white** - as the app scans in each part of the foot, the foot on the screen turns white. Keeping the camera parallel to the foot, slowly sweep around the medial, lateral and posterior aspects of the foot. Don't worry if you end up capturing some of the ScanMate arms, this is completely normal.
- p) **Keep in the green zone** - the app gives you real time feedback with how far you are away from the foot. This is shown down the bottom of the screen. When you're in the ideal zone, this will be green. If you move too close or too far away whilst scanning, the app will let you know by changing from green to orange and eventually to red if you get too close or too far away.
- q) **Scan all aspects** - once you're done scanning the plantar, medial, lateral and posterior aspects of the foot, press the red 'DONE' button on the right of the screen.
- r) **Assess the scan** - in the same way you would assess your plaster casts. You can roll the image around to check that you've captured the foot in the correct position and that there aren't any gaps or holes in your scan.
- s) **Rescan any elements that aren't right** - If you're unhappy with any aspect of your scan, press the blue reload button and repeat the steps. If you're happy with your scan, press either the green 'DONE' button or the red arrow button. By pressing the green 'DONE' button, it will take you back to the patient file. If you press the red arrow button, it will take you across to scan the other foot immediately.

- t) **Add photos** (optional) - once you have scanned both feet and can see both scan in the patient file, you can add photos if you wish. To add photos to the patient file, press the camera icon which will allow you to either take a photo or access your photo library if you've already taken the photo you need.
- u) **Finish** - once you have captured all the data you need for the patient (scans and photos), press the cloud that has an arrow inside it. By pressing this icon, this saves all of the patient data (both scans and any photos) all together into a single file on your iPad. To check that this has saved correctly, you can view the file by going to Files > On My iPad > QOL 3D Scan.
- v) **You'll then automatically be taken back to MyQOL** where you can start to fill out the prescription. From here you can fill out the digital prescription form. Please refer to the 'Guide to Digital Prescription Writing' for further advice and prescription options.
 - i) **If you only partly finish your prescription**, you can save it and come back to it to finish it later. To do this press the 'Save' button down the bottom right side of the page. This can then be accessed in the drafts section of your portal.
- w) **Once your prescription is finished** and you're ready to submit it through to the lab, press the 'Submit' button down the bottom right side of the page. Note it will not allow you to submit the form if parts are not completed in the prescription.

***Congratulations,
you've successfully scanned your patient
and submitted the prescription form!***

Other Tips

□ **Calibration**

We recommend you calibrate your Structure Sensor camera when you first purchase it, then every month. For the best advice on how to calibrate, check out the Occipital page, ask us for our calibration guide.

□ **Battery**

To ensure that your iPad or Structure Sensor camera doesn't run out of battery whilst attempting to scan your patient, we recommend the following steps:

- When not in use, disconnect the lightning cable connecting the Structure Sensor camera to the iPad
- Charge the Structure Sensor camera every night
- Charge the iPad every night

□ **Test Scan**

Please upload a test scan and prescription initially to MyQOL. We can provide feedback on the quality of the scan and will give you an opportunity to iron out any kinks before going live with patients.

□ **Samples**

Please let us know if you require any sample orthotics for your clinic.