



DOCTOR: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

PATIENT: \_\_\_\_\_  
 SEX: \_\_\_\_\_ AGE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Shoe Size: \_\_\_\_\_  
 Sports Active: \_\_\_\_\_ Shoe Style: \_\_\_\_\_

**ORTHOTIC TYPE**

- POLIROOT (Rigid biomechanical control, Extrinsic rearfoot post)
- POLISPORT (Flexible semi-rigid, forefoot & rearfoot intrinsic)
- POLIMOLD (Extra geriatric flex with EVA bottom fill)
- POLISOFT (Diabetic insole, milled EVA shell)
- POLISTYLE (Mens dress shoes, 7mm heel cup with hole in heel)
- POLIDRESS I (For high heel dress shoes form - 1.5" to 2.0")
- POLIDRESS II (For 1.0 & under heels, comes with hole in heel)

(Recommended dress shoes be sent with order)

**CHILDREN'S ORTHOTICS**

- ROBERTS-WHITMAN (High medial & lateral flange, neutral RFP)
- GAIT PLATES  To correct in-toeing  To correct out-toeing
- POLIGROW  Grow 1  Grow 2  
 Grow by + width \_\_\_\_\_ mm + length \_\_\_\_\_ mm  
 ORIGINAL POL# \_\_\_\_\_

**FOREFOOT POST**

- Intrinsic  Extrinsic

- Post to Vertical (According to cast)
- Post to these values: \_\_\_\_\_ LT. \_\_\_\_\_ RT.  VAR.  VAL.
- EVA Post: \_\_\_\_\_ LT. \_\_\_\_\_ RT.  VAR.  VAL.

**REARFOOT POST**

- Intrinsic  Extrinsic

- Posting Amounts: \_\_\_\_\_ Lt. \_\_\_\_\_ Rt.  
 Post Length:  Short  Medium  Long  
 Medial Grindoff: \_\_\_\_\_ Lt. \_\_\_\_\_ Rt.  
 Neutral Heel Post (no medial grindoff)  
 Medial Post flare  Lateral Post flare  
 Neutral EVA Post

**HEEL CUP DEPTH**

- 12mm  10mm  7mm  5mm  Extra depth \_\_\_\_\_ mm

**ORTHOTIC ARCH HEIGHT**

- HIGH  NORMAL (STD)  LOW

**ORTHOTIC WIDTH**

- WIDE  NORMAL (STD)  NARROW

**ORTHOTIC ADDITIONS**

- Plantar Fascia Acc.  L  OR Heel Spur Acc.  L  OR  
 Metatarsal Bar \_\_\_\_\_ mm  L  OR Heel Lift L \_\_\_\_\_ mm R \_\_\_\_\_ mm  
 Med. Heel Skive \_\_\_\_\_ mm  L  OR 1st MPJ cut-out  L  OR  
 High Medial Flange  L  OR Acc Plantar Lesions  L  OR  
 Lateral Flange  L  OR 1st Ray cut-out  L  OR

**Covers & Extensions**

**Extensions**  
(from distal end only)

- Implus & any top cover below
- EVA 1/8" & any top cover below
- PPT & any top cover below

**Thickness**

- 1/8" (standard)
- 3/16"
- 1/4"

**Top Covers**  
(Full top cover + length)

- No Cover
- Vinyl top cover (claret only)
- Leather (cream cow)
- Implus 1 (Soft)
- Implus 2 ETC (Sport Cover)
- Implus 3 ETC (Lowest bulk)
- Spenco (Blue only)
- Plastazote & any top cover above
- PPT & any top cover above

**Length**

- to Mets
- to Sulcus
- Full length in Shoe
- EVA full bottom
- Suede full bottom
- Suede bottom ext.
- EVA yellow swirl
- EVA purple swirl

**Accommodations (soft)**

- Metatarsal Pads (mets 2-4)  L  R  K-wedge extension  L  OR  
 Morton's Extension  L  R  Rev. dancers pad  L  OR  
 Sponge Heel Cushion  L  R  Arch fill  L  OR  
 Heel spur pad (horseshoe)  L  R  Arch pad  L  OR  
 Dancers Pad (1st cut out)  L  R  
 Forefoot Accommodations  Lt.  1  2  3  4  5  
 (Off weight bearing)  Rt.  1  2  3  4  5

**Indicate Lesions**



Right Left

**Additional Instructions:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Orthotic Guidelines on Reverse side.

Date Received: \_\_\_\_\_

**FOR LABORATORY USE ONLY**

Negative cast type:  Splint  Foam  
 Cast Mold:  Good  Fair  Poor

**ORDER DATA**  
 Order Number: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Plastic Thickness: \_\_\_\_\_

Lab. Comments: \_\_\_\_\_

Cast Measurements: Arch HT. \_\_\_\_\_ FF \_\_\_\_\_ RF \_\_\_\_\_

- Orthotic Variables:**
- 1) \_\_\_\_\_ 1) \_\_\_\_\_
  - 2) \_\_\_\_\_ 2) \_\_\_\_\_
  - 3) \_\_\_\_\_ 3) \_\_\_\_\_
  - 4) \_\_\_\_\_ 4) \_\_\_\_\_
  - 5) \_\_\_\_\_ 5) \_\_\_\_\_
  - 6) \_\_\_\_\_ 6) \_\_\_\_\_

**Posting Amounts:**  
 FF Post L R \_\_\_\_\_  
 Intrinsic: \_\_\_\_\_ Grindoff: \_\_\_\_\_ # \_\_\_\_\_ Lab Chgs:  
 Extrinsic: \_\_\_\_\_ Elevation: \_\_\_\_\_  
 Bar Post: \_\_\_\_\_ Length: \_\_\_\_\_ (S/M/L)  
 RF Post L R \_\_\_\_\_ Heel Depth: \_\_\_\_\_ mm  
 Amount: \_\_\_\_\_ Heel Lift: mm \_\_\_\_\_ L \_\_\_\_\_ R

**GUIDELINES FOR ORTHOTICS**  
(Please Read Carefully)

- POLiROOT**  
(Functional) Full control polypropylene device with intrinsic forefoot and unitized extrinsic rearfoot post. Medial grindoff 3° on rearfoot post. 12mm heel cup. Rohadur-like rigidity, maximum control. Fits well in extra depth heel shoes, oxford and boot type styles. Using 7mm or 5mm heel cups, allows for a better fit along a broader range of shoe styles.
- POLiSPORT**  
(Sports/Active) Flexible control device with intrinsic forefoot and rearfoot post and 12mm heel cup. Unitized extrinsic rearfoot post, or cushion crepe post with bottom plate may be added for extra control and shock absorbtion. Designed for maximum control throughout a wide range of activities. Implus 2 or 3 may be added for full innersole replacement, without adding bulk.
- POLiSOFT**  
(Accommodative) Direct milled EVA-cork composite. For patients who cannot tolerate hard shell devices. Can be made dual density for diabetic insoles. Deep heel cup of 12mm is standard, but lesser heel depths may be used for better fit to shoes. Cover with Implus material to whatever length required.
- POLiMOLDED**  
(Geriatric) Moderate control device using a thin poly shell with EVA bottom fill, covered with Implus to length required. Designed for the patient who can not tolerate rigid control of most orthotics.
- POLiSTYLE**  
(Low bulk mens) Designed for mens dress style shoes, built for low bulk. Using intrinsic forefoot and rearfoot post, with a 7mm heel cup with hole in heel.
- POLiDRESS I**  
(High heels) Made to conform with high heel dress shoes, from 1” to 2” heels utilizing a 3mm heel cup with ultra thin heel to platform to dress shoe. Vinyl top cover with Ucolite bottom to length. Recommended dress shoes be sent with order.
- POLiDRESS II**  
(Low heel flats) Offers more control for the women wearing dress flats with 1/2” to 3/4” heel. Comes with 7mm heel cup with hole in heel for low bulk. Recommended dress shoes be sent with order.

**Children’s Orthotics**

- ROBERTS-WHITMAN** Full control utilizing 12mm heel cup, high medial flange with lateral flange and unitized extrinsic rearfoot post in neutral. To control abnormal function in children between the ages of 3-8.
- GAIT PLATES**  
OUT-TOEING - Used to control in-toeing by putting a fulcrum under the 4th and 5th metatarsal heads forcing the foot to externally rotate following heel lift. Deep heel cup with high medial flange help limit subtalar joint pronation. Unitized extrinsic rearfoot post in neutral.  
  
IN-TOEING - To control out-toeing, using high medial flange with unitized extrinsic rearfoot post to neutral and 12mm heel cup. Shaffer type design.

**POLiGROW** This program is designed to save time and money. For the first time, you can generate three pair of orthotics from one negative cast. Once the cast is taken and original orthotic made, we can grow two more pairs of orthotics in our computer as the child grows. All that’s needed is for the doctor to measure the additional length and width needed. When ordering, check Grow 1 or Grow 2 and give original order number with patient information.

**SHIPPING INSTRUCTIONS:**

- 2 - Day RUSH SERVICE
- 1 - Day EXPRESS SHIPPING (via UPS Next Day Air)
- 2 - Day AIR SHIPPING (via UPS)
- 3 - Day Select and GroundTrac shipping (via UPS) standard

Electronic casts stored for 7 yrs. (Standard)

**ORDERING SUPPLIES NEEDED:**

- Orthotic Prescription Forms
- UPS pre-addressed labels:       Next-Day Air
- 2-Day Air     3-Day Select     GroundTrac
- Shipping Boxes -       Large       Medium
- Price List & P.O.L. Payment Policy
- POL Foam Casting Kits \_\_\_\_\_ doz.
- NAOT Order Forms \_\_\_\_\_
- NAOT Catalogs      # \_\_\_\_\_