

Guide to sending facial photographs to Queen Victoria Hospital if requested by the Facial Palsy Team

- We may ask you to take photos and send them to us to support your consultation.
- We have a secure web form you can use to do this which you can find here: <https://onlineservices.qvh.nhs.uk/online-forms/patient-photos/>
- Any information or photos you send go securely via our team into your medical records. No information is stored on our website.
- We have included advice about the form, the process of taking photos, and who to speak to if you need help in our Frequently Asked Questions Section here: <https://onlineservices.qvh.nhs.uk/online-forms/>
- For any questions related to information security, please email: qvh.dataprotection@nhs.net

Photographs to take

How to take your photographs

- Please read carefully the instructions below on how to take your photos.
- Examples of good images are available on the next page.
- Where possible, please ask a relative/friend to take the photos for you to ensure there is no issue with the image being reversed (e.g. selfies) and that you are straight on to the camera/screen.
- Make sure you have a plain, light background and a well-lit room.
- Ensure your hair (including fringe) is off your face and make sure your whole face fits into the screen, from the top of your head down to the bottom of your neck. Do not include the rest of your body.

- Photo 1: Face at rest. Stand facing the camera/screen with your face and shoulders relaxed.
- Photo 2: Turn your face all the way to the left so the picture is of the right side of your face.
- Photo 3: Turn your face half way to the left so the picture is of your face half turned.
- Photo 4: Turn your face all the way to the right so the picture is of the left side of your face.
- Photo 5: Turn your face half way to the right so the picture is of your face half turned.
- Photo 6: Eyebrow raise. Raise your eyebrows.
- Photo 7: Gentle eye closure. Close your eyes gently as if you are sleeping.
- Photo 8: Firm eye closure. Squeeze your eyes as tightly shut as you can.
- Photo 9: Closed mouth smile. Smile with your lips together.
- Photo 10: Open smile. Smile letting your teeth show.
- Photo 11: Snarl. Show your top and bottom teeth (as if you are at the dentist).
- Photo 12: Pucker. Pucker your lips as if you are whistling.
- Photo 13: Blow your cheeks out. Inflate your cheeks with air.

- Once you have taken and checked all your photos please visit: <https://onlineservices.qvh.nhs.uk/online-forms/patient-photos/> to upload them.

Examples of good images

1. Face at rest		2. Face turned fully to left		3. Face turned halfway to left	
4. Face turned fully to right		5. Face turned halfway to right		6. Brow raise	
7. Gentle eye closure		8. Firm eye closure		9. Closed mouth smile	
10. Open smile		11. Snarl		12. Pucker	
13. Blow cheeks out		<p>Please now upload your images at https://onlineservices.qvh.nhs.uk/online-forms/patient-photos/ Thank you.</p>			