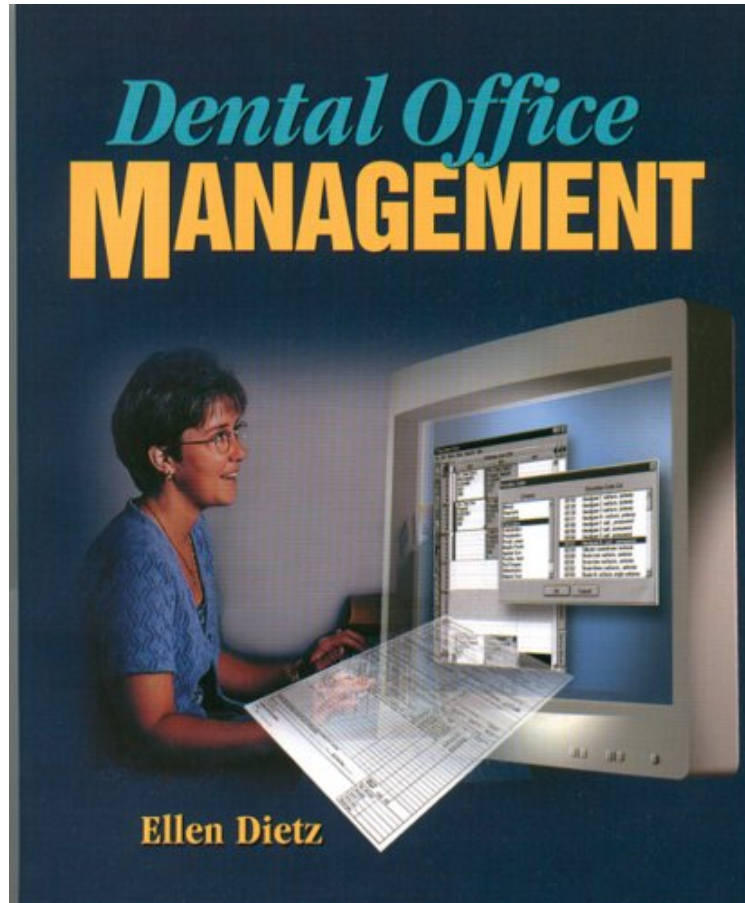


(Mobile book) Dental Office Management

Dental Office Management

Ellen Dietz-Bourguignon

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Ellen Dietz-Bourguignon : Dental Office Management before purchasing it in order to gauge whether or not it would be worth my time, and all praised Dental Office Management:

0 of 0 people found the following review helpful. GREAT BOOK. By Marisol Serves its purpose, I bought it because one of my Dental Assisting classes required I had it. A lot of my friends had to buy it from the college bookstore and they paid triple what I paid, so yes very happy and I received it in the mail within 4 to 5 days of purchase. And the lady that sent it wrote a note with her own writing, very uncommon, but made my day. 0 of 0 people found the following review helpful. Dumb purchase. By Mark Edington I wish I never bought this book. It is so boring and not helpful. It might be useful to someone who is in junior high exploring careers. 14 of 14 people found the following review helpful. Just the basics. By N. Konev This is a good read if you are looking for the basics in dental office management, well written, but not a lot of detail in some areas. Particularly in the area of using computers in the dental practice, software choices, oral digital cameras, it skims the surface of what is actually available, and will have you at the mercy of your supplier if you are looking for answers. A great book if you plan to follow up with a more in-depth textbook, or work experience, but if you are looking for a tell-all volume, this falls a bit short.

This comprehensive book takes readers through the various tasks associated with front office dental procedures, preparing them for the office of the 21st century. Five Sections-the business of dentistry, practice communications, clinical records management, business and financial records management, and employment opportunities-are supported by learning objectives, key terms, and key concepts. Skill building for Success Student Activities (role-plays and problem-solving activities) and Skills Mastery Assessment Post-tests are provided at the end of each chapter

THE BUSINESS OF DENTISTRY: Introduction to the Dental Team. Legal and Ethical Issues and Responsibilities. Government Regulations and Mandates. PRACTICE COMMUNICATIONS: The Dental Team as Patient Relations Specialists. Practice Marketing. Print Communications. Business Office Communications: Hub of Practice. CLINICAL RECORDS MANAGEMENT: Dental Terminology and Tooth Identification. Charting the Oral Cavity. BUSINESS AND FINANCIAL RECORDS MANAGEMENT: Setting Up the Patient Records. Scheduling to Optimize Practice Efficiency. Managing Accounts Receivable. Managing Accounts Payable. Supply Ordering and Inventory Control. EMPLOYMENT OPPORTUNITIES: Seeking Employment. REFERENCES. GLOSSARY. INDEX. About the Author Ellen Dietz-Bourguignon, CDA, AAS, BS is an Associate Degreed CDA and has a BS in Allied Health Education in Dental Auxiliary Utilization. Ellen also holds a Community College Teaching Certificate from Suny Albany, has been Managing Editor of Dental Assisting Magazine, and has published ten books, including Dental Office Management and Safety Standards and Infection Control for Dental Assistants, both which are Thomson Delmar Learning textbooks.