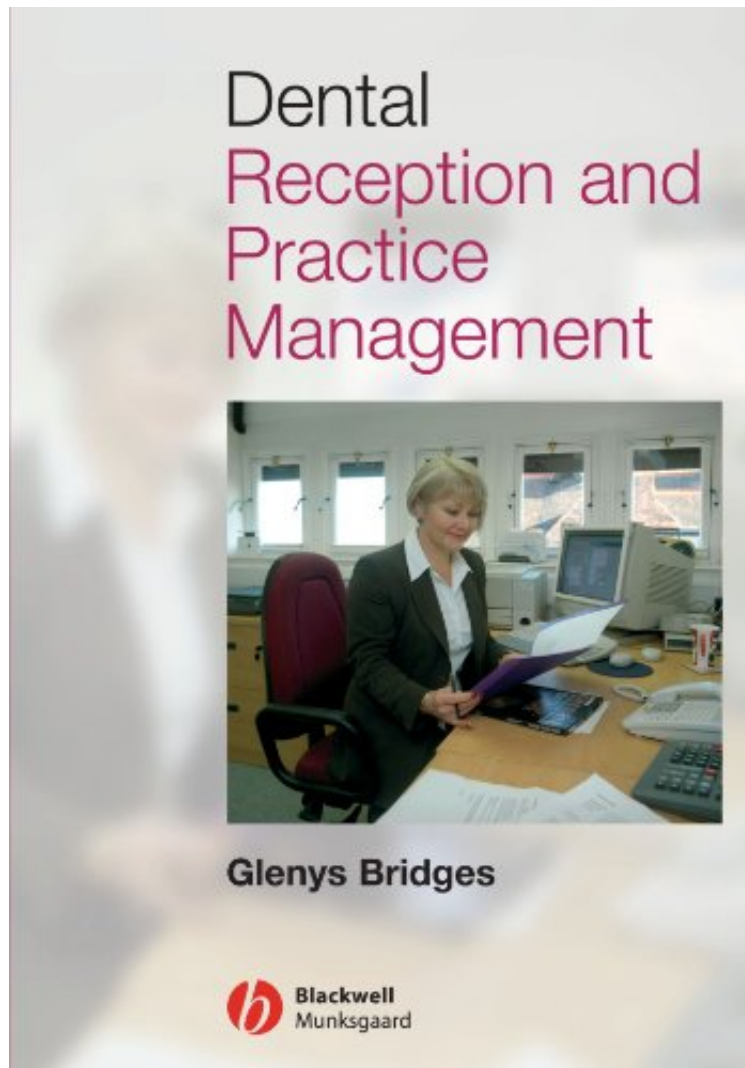


# Dental Reception and Practice Management

*Glenys Bridges*

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Dental Reception and Practice Management is the dental office administrator's essential companion to all aspects of reception work and practice management duties. The book covers vital interpersonal skills and the important aspects of business management and marketing relevant to dentistry. In addition it explains the development of dental care and the range of available treatments, enhancing the reader's understanding and awareness of the necessary clinical aspects of dentistry. Dental reception and Practice Management covers a range of key skills and knowledge within three sections: 'Overview of Dental Care Administration', 'Front of House Skills and Planning' and 'Managing Dental Services'; bringing together practical guidance on business management and reception skills with accessible and relevant information on the dental professions.

"The book provides a vast amount of information in a lot of detail on aspects of personal as well as work life. Although not a crucial read for British undergraduates, it would be useful for any dentist seeking further knowledge on setting up a practice, or who has an interest in management." (British Dental Journal, 10 December 2010)

From the Back Cover  
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About the Author  
The Author Glenys Bridges is Managing Director of the Dental Resource Company