**Dental Administrative Syllabus**

# Course Overview

Instructor

Cheryl Cooke

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Office Location

Online

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.

**Required Text**

The Administrative Dental Assistant, 3rd Ed., Linda J. Gaylor

**Textbook ISBN: 9781437713626 and Workbook ISBN: 9781437713572**

**Dentrix disk included in workbook.**

# Course Materials

Students are required to have access to a computer that has internet connection.

# Additional Information

Students should be able to communicate with English grammar and punctuation, and have basic keyboarding, computer, and internet knowledge.

# Homework Policy

# Since this is a self-paced course, it is suggested that you complete all homework, activities, and tests by Sunday of each week to complete the course at the end of the 8 weeks.

# Course Schedule

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| Week | Subject | Homework Problems |
| Week 1 | Chapters 1 & 3Orientation to the Dental ProfessionCommunication Skills: Telephone Techniques | Read chapters and complete assigned questions Dentrix Assignments |
| Week 2 | Chapter 2Dental Basics | Read chapter and complete assigned questionsDentrix Assignments |
| Week 3 | Chapters 5 & 6Patient RelationsDental Healthcare Team Communications | Read chapters and complete assigned questions |
| Week 4 | Chapters 7 & 8Computerized Dental Practice SystemsPatient Clinical Records | Read chapters and complete assigned questions |
| Week 5 | Chapters 10 & 11Dental Patient SchedulingRecall Systems | Read chapters and complete assigned questionsDentrix Assignments |
| Week 6 | Chapters 14 & 15Financial Arrangement and Collection ProceduresDental Insurance Processing | Read chapters and complete assigned questionsDentrix Assignments |
| Week 7 | Chapter 18Employment Strategies | Read chapter and complete assigned questions |
| Week 8 | Prepare for Final Exam  | Assigned Chapters 1 - 18 |

# Exam Schedule

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| Week | Subject Due Date |
| Week 1 | Chapters 1 & 3 Test  |
| Week 2 | Chapter 2 Test  |
| Week 3 | Chapters 5 & 6 Test  |
| Week 4 | Chapters 7 & 8 Test  |
| Week 5 | Chapters 10 & 11 Test  |
| Week 6 | Chapters 14 & 15 Test  |
| Week 7 | Chapter 18 Test  |
| Week 8 | Final Exam – over all chapters covered in course  |

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