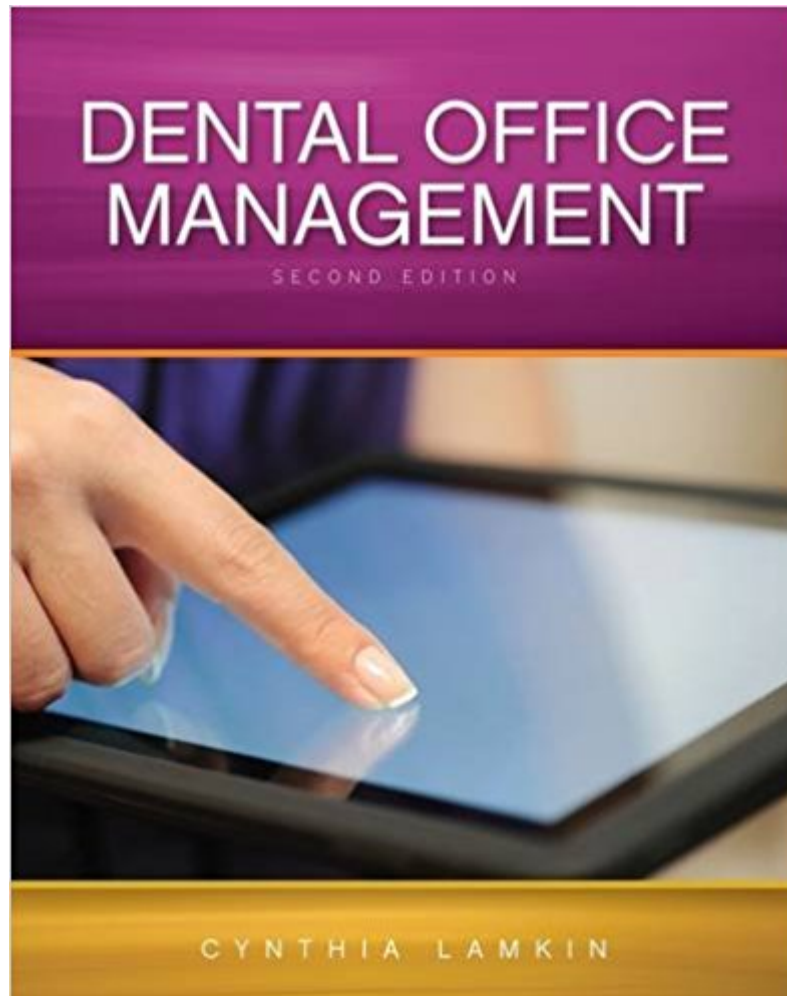




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Dental Office Management



Synopsis

Make a good first impression! The first dental professional a patient encounters is generally the front office staff. This interaction is key to promoting the practice and making the patient comfortable. DENTAL OFFICE MANAGEMENT 2E hones professionalism and improves efficiencies in managing the business aspects of dentistry. The various tasks associated with front office dental management are addressed in six sections: the business of dentistry, practice communications, clinical records management, business and financial records management, employment opportunities, and practice management software. Well-rounded and up-to-date with the latest technologies and trends, Dental Office Management is the only resource needed to achieve success in the dental office.

Book Information

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OFFICE EMPLOYMENT. 16. Employment Opportunities. 17. Hiring a Dental Team. Section 6. PRACTICE MANAGEMENT SOFTWARE. 18. Dental Practice Management Software. 19. Entering, Updating, and Maintaining Patient Information. 20. Clinical Records. 21. Appointment Book. 22. Financial Records. 23. Communication Using Practice Management Software. 24. Beyond the Basics.

Cynthia Lamkin has been employed in the dental field for over 35 years. She graduated from the University of South Dakota with a degree in Dental Hygiene. In addition to practicing clinical hygiene, she has also worked in dental office administration and treatment coordinating. Her career includes family dentistry, and specialty practices in periodontics, endodontics, pedodontics, and orthodontics. Cynthia has both her Registered Dental Assistant and Registered Dental Hygienist credentials, and is licensed to practice in multiple States. Currently, Cynthia is a facilitator and course developer for Education To Go teaching programs in Administrative Dental Assisting, Clinical Dental Assisting and Exploring a Career in a Dental Office.

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