

Dental Assistant Common Course

Dental Practice Management

Course Credits: 3

Course Competencies:

2-9: Graduates must demonstrate competency in the knowledge required for business office procedures, including:

- a. Manage telephones.
- b. Control appointments.
- c. Perform financial transactions.
- d. Complete insurance/reimbursement forms.
- e. Maintain supply inventory.
- f. Manage recall systems.
- g. Operate business equipment to include computers.

Competencies align with Standard II of the Commission on Dental Accreditation