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