

DNAS1114 - Dental Practice Management

Credits:	2 (2/0/0)
Description:	This course provides the student with instruction in the principles and applications that are related to the management of a dental office. Emphasis is placed on managing patient records through computer-generated charting, financial records, third-party payments, appointment scheduling, inventory and recall systems.
Prerequisites:	
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none">1. Demonstrate professional communications.2. Schedule initial, recall and treatment appointments.3. Manage telephones.4. Manage patient clinical account data and records.5. Prepare inventory and supply ordering forms.6. Perform financial transactions.7. Complete third-party payment forms.
MnTC goal areas:	None

*Can be taking as a Prerequisite or Corequisite.