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:	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.*

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