

## 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"><li>1. Demonstrate professional communications.</li><li>2. Schedule initial, recall and treatment appointments.</li><li>3. Manage telephones.</li><li>4. Manage patient clinical account data and records.</li><li>5. Prepare inventory and supply ordering forms.</li><li>6. Perform financial transactions.</li><li>7. Complete third-party payment forms.</li></ol>
MnTC goal areas:	None

\*Can be taken as a Prerequisite or Corequisite.