

Dental Office Policy Manual Sample

Provides legal guidance for dental practice formation, marketing, employment, privacy and data security, disability access, contracts, antitrust, insurance, collections, reimbursement, patient treatment, and more. Covers the Physician Payment Sunshine Act, website accessibility, online ratings sites, Children's Online Privacy Protection Act (COPPA). Includes sample agreements for associateships.

Make a good first impression! The first dental professional a patient encounters is generally the front office staff. This interaction is key to promoting the practice and making the patient comfortable. DENTAL OFFICE MANAGEMENT 2E hones professionalism and improves efficiencies in managing the business aspects of dentistry. The various tasks associated with front office dental management are addressed in six sections:the business of dentistry, practice communications, clinical records management, business and financial records management, employment opportunities, and practice management software. Well-rounded and up-to-date with the latest technologies and trends, Dental Office Management is the only resource needed to achieve success in the dental office. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Dental Practice Transition: A Practical Guide to Management, Second Edition, helps readers navigate through options such as starting a practice, associateships, and buying an existing practice with helpful information on business systems, marketing, staffing, and money management. Unique comprehensive guide for the newly qualified dentist Covers key aspects of practice management and the transition into private practice Experienced editorial team provides a fresh, balanced and in-depth look at this vitally important subject New and expanded chapters on dental insurance, patient communication, personal finance, associateships, embezzlement, and dental service organizations

Valuing a Practice: A Manual for Dentists

Manual of Clinical Procedures in Dentistry

The Administrative Dental Assistant - E-Book

Letters, Templates and Forms

The ADA Practical Guide to HIPAA Compliance

In this book, the author addresses the importance of leadership and marketing. Chapters include hiring the dental team, learning leadership skills, establishing office policies, conducting productive team meetings, organizing business systems, maintaining financial controls, increasing case acceptance, setting personal and practice goals, professionally marketing the dental practice (attracting new patients/maiximizing retention of existing patients) and making the hygienic component an important revenue centre. The book includes visual examples of effective letters, sample advertisements and newsletters.

More than 150 letter templates help dental practices correspond quickly and easily with existing patients, potential patients, the community, vendors, and staff.

This indispensable policy-development tool will help you streamline practice operations with detailed information and advice about board issues, including strategic planning, officers and committees, physician issues, including bioethics, compensation, disability, licensing and physician recruitment, and business issues, including bad debt, business ethics, employee discounts, harrassment, political contributions and unfunded patients. Includes sample policies and a disk of generic policies to customize for your practice.

Internet Marketing

Dental Communication

Dental Hygiene - E-Book

A Guide to Dental Office Design

Dental Operations Manual

Darby and Walsh Dental Hygiene E-Book

A reference manual catering for all aspects of dental assisting; it supports and is aligned to important Australian government standards including the National Competency Standards part of the recently endorsed Health Training Package.

Provides sample employee policies and procedures, forms, and worksheets to help dental practices develop an employee handbook. Covers employee compensation and benefits; internet and social media communication; employee conduct; job descriptions; employment applications; sample interview questions for hygienists, dental assistants and front desk staff; employee motivation and appreciation.

Easily master all aspects of dental assisting with the most up-to-date and most trusted text available. For more than 40 years, students and practitioners alike have relied on Modern Dental Assisting for its cutting-edge content, easy-to-grasp writing style, step-by-step procedures, and top-notch visuals. And the new 13th edition is no exception. With updated content – including the latest technological advancements, clinical photographs, and new coverage on cultural diversity and how it relates to patient care – this new edition will guide you from your first day of class all the way to your first job in dental assisting. UNIQUE! Trusted expert authors Doni Bird and Debbie Robinson present information and procedures in a way that makes it easy for students to understand and apply the material. Comprehensive, cutting-edge content is presented in approachable writing style. Step-by-step procedures for general and expanded functions use color coding and clinical photos to demonstrate key dental assisting competencies. 70 procedural videos include questions and answers correlated to the chapter procedures with closed-captioning in English and Spanish and audio narration in English. UNIQUE! Interactive Dental Office program provides in-depth case studies integrated with periodontal charting, radiographic mounting, and more. Dentrix practice management software on Evolve enables students to work with patient data much like they will in the office environment. Recall and Critical Thinking questions in each chapter provide opportunities for practice and application. Feature boxes on infection control and CDC practice, patient education, and law and ethics summarize recommendations and key applications in practice. Key terminology list helps students better comprehend the chapter and how the information applies to dentistry practice. Learning and performance outcomes set goals for what students will accomplish and serve as checkpoints for comprehension and skills mastery. NEW! Information on cultural diversity grounds students in this important topic and how it relates to patient care and patient communication. UPDATED! art program provides vivid original renderings of dental anatomy tooth morphology and dental imaging, along with improved photos of the latest products, equipment, and instruments. NEW! Coverage of the latest advances in general and specialty dental care covers technological advancements, public health and access to care, teledentistry, infection control guidelines, the Zika virus, Ebola, the oral-systemic health connection, and more. NEW! Updated critical thinking and recall questions challenge students and provide recollection skills.

Best Practices

Radiation Safety Manual

Dental Office Management

Current Dental Terminology

Managing the Dental Team: Guidelines for Practice Success

Dental Assisting: A Comprehensive Approach

Provides dental practices with sample job descriptions, guidelines for handling hiring and terminations, performance evaluations, and salary reviews.

A definitive manual covering everything you need to know about the core procedures in dentistry The Manual of Clinical Procedures in Dentistry comprehensively explains the core procedures in dentistry, how to do them, and the rationale that underpins them. Full of useful and easy-to-access information, it acts as a compendium of practical procedures in primary dental care, supporting students and dental practitioners in their daily professional and academic lives. This manual is a complete, practical guide to the delivery of effective, state of the art oral healthcare—the 'what, when, and how' of clinical practice. It includes chapters written by expert clinicians on topics such as dental imaging, the management of dental pain, conscious sedation, operative dentistry, implant dentistry, oral medicine and surgery, paediatric dentistry, periodontics, prosthodontics, special care dentistry, dental trauma, aesthetic dentistry, and much more. Provides step-by-step guidance on procedures in primary dental care Comprehensive coverage of all dental disciplines, from endodontics to orthodontics Compiled by two highly experienced editors with contributions from expert authors Covers essential non-clinical areas, such as communicating with patients, obtaining valid consent, audit procedures, and handling of complaints The Manual of Clinical Procedures in Dentistry is an invaluable text for dental students and new graduates, as well as a definitive guide for the whole dental team.

Back and better than ever, Darby and Walsh's Dental Hygiene: Theory and Practice, 5th Edition offers everything you need to succeed in your coursework, at certification, and in clinical practice. No other dental hygiene text incorporates the clinical skills, theory, and evidence-based practice in such an approachable way. All discussions — from foundational concepts to diagnosis to pain management — are presented within the context of a unique patient-centered model that takes the entire person into consideration. New to this fifth edition is a much more streamlined approach — one that stays focused on need-to-know information, yet also houses expanded content on things like alternative practice settings, pediatric care, risk assessment, and dental hygiene diagnosis to give you added context when needed. This edition is also filled with new modern illustrations and new clinical photos to augment your learning. If you want a better grasp of all the dental hygienist's roles and responsibilities in today's practice, they Darby and Walsh's renowned text is a must-have. Focus on research and evidence-base practice provide proven findings and practical applications for topics of interest in modern dental hygiene care. Step-by-step procedure boxes with accompanying illustrations, clinical photos, and rationales outline the equipment required and the steps involved in performing key procedures. Critical thinking exercises, cases, and scenarios help hone your application and problem-solving skills. Feature boxes highlight patient education, law, ethics, and safety. UNIQUE! Discussions of theory provide a solid foundation for practice. Key terms are called out within chapters and defined in glossary with cross-references to chapters. Practice quizzes enable you to self-assess your understanding. NEW! Streamlined approach focuses on the information you need to know along with the practical applications. NEW! Added content covers alternative practice settings, new infection control guidelines, pediatric care, risk assessment, dental hygiene diagnosis, the electronic health record (EHR), and more. NEW! Modern illustrations and updated clinical photos give you a better picture of how to perform essential skills and utilize clinical technology. NEW! Online procedures videos guide you step-by-step through core clinical skills. NEW! Editorial team brings a fresh perspective and more than 30 years of experience in dental hygiene education, practice, and research.

Theory and Practice

Modern Dental Assisting - E-Book

Practice Management for Dental Hygienists

Building Or Refreshing Your Dental Practice

Leadership and Communication in Dentistry

Department of the Interior and related agencies appropriations for fiscal year 1985

A 250+ Page Operations Manual that will give you detailed systems to help run your dental practice including Foundational Elements, Back Office Systemization, Front Office and Billing Routines, Human Resources Guidance, Positional checklists, Marketing Resources and Patient Experience verbiage. With all this as an example, you will have no trouble finishing your own Operations Manual for your practice so that you are not reliant on a few key players- but that everyone plays in the system. Online documents available that will correlate to the handbook will also speed up the learning curve and allow you to maximize the potential this book holds. Don't waste weeks and months doing it yourself, copy this one- and make yours even better!

Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional, providing practical communication techniques and tips for problem solving. It also provides the necessary clinical background information every dental office professional needs for a successful practice. Hands-on activities within the text require students to practice common tasks, such as dental charting, writing a memo, or conducting a mock telephone call with another student. A free bonus DVD-ROM for Windows includes practice management software called 'DENTRIXG4 practice management' to give students 'real world' experience managing patient data and filing electronic claims. A companion Website includes the full text and a quiz bank.

Stay on top of the latest industry advancements, technology, and skill sets with The Administrative Dental Assistant, 3rd Edition. This comprehensive textbook delivers all the latest information and skill practice you need to succeed in the paperless era: technology, forms, and equipment in use today; up-to-date coding information; HIPAA and OSHA guidelines; functions of the dental business office; communication and critical thinking exercises; and in-depth instruction for completing common tasks such as scheduling, bookkeeping, electronic record regulations and insurance coding. A companion workbook and online tools offer interactive games, identification exercises, daily task simulations, and practice management software to supplement your text learning, polish your skills, and prime you for a successful career in the modern dental office.

Creating and Updating an Employee Policy Manual: Policies for Your Practice

Detailed Systems to Run Your Dental Practice

Successful Growth and Development in the Dental Practice

Policies and Procedures

A Worktext

Terminating Employment in a Dental Office

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and expanded version of the previous (fourth) edition, is divided into seventeen sections, covering such topics as law office organization, management, and administration, support personnel, office policies, personnel policies and benefits, office security and emergency procedures, financial management, file systems, technology, and communications systems. The book contains numerous sample forms and documents, as well as extensive bibliographies. A CD containing the entire text of the manual is included, allowing customization of the manual for particular user needs.

Dental Office Employee ManualPolicies and Procedures

A Guide for the Dental Practice

hearings before a subcommittee of the Committee on Appropriations, United States Senate, Ninety-eighth Congress, second session, on H.R. 5973

Dental Office Employee Manual

Smart Hiring: A Guide for the Dental Office

A Dentist's Guide to the Law

The Federal Wage Garnishment Law

Learn the skills you need to succeed in the modern medical office! *Medical Office Administration: A Worktext, 5th Edition* provides a clear, hands-on approach to help you master the role and responsibilities of the administrative medical assistant. With a focus on exceptional patient service, this easy-to-read text stresses comprehension, application, and critical thinking to ensure you are job-ready on Day 1. When used in conjunction with SimChart® for the Medical Office, Elsevier's educational EHR (sold separately), you will gain realistic experience with day-to-day tasks as if you were in an actual office setting. This worktext helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job. Approachable writing style uses a conversational tone for easy understanding. Procedure checklists outline the steps required to complete a full range of administrative tasks. Patient-centered focus highlights the importance of exceptional service as a key component of every Medical Assisting competency. Think About It feature encourages you to apply your knowledge to realistic work situations and develop critical thinking. Chapter checkpoints promote comprehension with questions following sections of the text. Compliance tips provide focused guidance on how to follow HIPAA mandates. Learning resources on the Evolve website provide extra practice, including chapter quizzes, a sample certification exam, and interactive forms. NEW content expands discussion of patient confidentiality, healthcare data security, appointment scheduling, procedure coding changes, job search strategies, and more. UNIQUE! Correlation with NEW SimChart® for the Medical Office (SCMO) exercises simulates all aspects of the administrative functions that make up the day-to-day practice of a medical office. (SCMO sold separately.) NEW! Sample practice examination on the Evolve website provides effective preparation for certification. Explains marketing options unique to dental practices. Covers SEO, keywords, and algorithms in digital marketing, choosing the right social media platforms including Facebook, Instagram, Tumblr, YouTube, Yelp, Google+ and other social media sites, managing positive and negative online reviews, developing social media content, and hiring a web designer or online marketing professional. In the book and accompanying CD, Marsha Freeman offers 314 standard operating procedures for the dental office, including front and back offices, bookkeeping, hygiene, job descriptions and performance agreements, management, marketing, and related forms. Book SOPs are replicated on the CD for easy modification, printing, and binder insertion.

Dental Office Procedure and Policy Manual

The Manual of Dental Assisting

ADA Practical Guide

Dental Office Administration

The Medical Office Policy Manual

Dental Practice Transition

Employee Manual This is the new employee handbook we have developed for use and modification. We have taken this template and expanded it for each of the practice locations. If you would like this in a MS Word format for modification please let us know or locate it on the website (DentalPracticeResourceGroup.com). The terms used to identify a practice, dentist and employee were purposely left generic to allow this manual to stand alone as is without significant modification or to serve as a working template to create a unique manual customized for any practice needs. Why reinvent the wheel? If your office does not have such a manual or you are just starting your very first practice or perhaps opening a new office, Dental Practice Resource Group has the resources and tools to make your life easier. Please review the details contained within this document, as certain aspects will require change: office hours, time off, paid CE, etc. Look for our other manuals on common office issues such as: OSHA, Radiation Safety, Exposure to blood and body fluids and more. Wishing you the best, The Team at Dental Practice Resource Group

Learn the business skills you need to run a dental office! Practice Management for the Dental Team, 8th Edition, is comprehensive one-stop resource for dental practice management and the only one that includes EagleSoft practice management software screen shots and exercises for a realistic office experience. This unique text provides practical information on a wide range of dental office skills, from managing patients to running the business. The 8th Edition covers changes in technology in the dental office, including the electronic health record (EHR); telecommunications; appointment scheduling and tracking, and dental office accounting and financial management. UNIQUE! Patterson Dental EagleSoft practice management content includes screen shots and original exercises that equip you with valuable realistic practice experience. Comprehensive coverage on the business of managing a dental practice provides vital information to ensure the success of any dental practice. Key terminology defined in the chapter's glossary and called out in boldface color within chapter discussions helps you understand dental practice and clinical dentistry terminology essential to the success of any team member. Learning Activities and Practice Notes encourage you to apply the content to realistic office situations and convey important tips and advice. Learning outcomes at the beginning of each chapter frame the content and serve as checkpoints for comprehension and study. Summary tables and boxes provide easy-to-read summaries of text discussions that support visual learners and serve as useful review and study tools. Expert author Betty Ladley Finkbeiner imparts knowledge and advice from her years of experience and wide reach in practice and education. Bibliographical citations direct you to targeted sources of information where additional dental-related information can be located. Appendixes provide supplemental information for quick and handy office reference. Ancillary content supplements the core text presentations, providing opportunities for practice and study. NEW and UPDATED! Electronic health record (EHR) content addresses the changes in technology related to the paperless dental office, telecommunications, appointment management, and financial systems to help you become compliant with EHR federal mandates. NEW! Practice quizzes for each chapter on the Evolve website help you test comprehension and prepare for classroom and board exams. NEW! Artwork focuses on new equipment and technology, specifically the paperless dental office.

Dental practice buyers and sellers get a balanced view of practice valuation. Raises awareness of possible legal and tax issues that may arise during this process and provides guidance on selling or buying an entire practice, a portion of a practice, and planning a future buy-in or buy-out. Includes sample sales documents and contract provisions and detailed explanations of valuation concepts.

Standard Operating Procedures for All Dentists

228 Things Every Dentist Should Know

Governing Policies Manual for Medical Practices

Group Practice Personnel Policies Manual

The 7 Stages of a Dental Practice Life Cycle

Privacy and Security Manual

To find the most current and correct codes, dentists and their dental teams can trust CDT 2021: Current Dental Terminology, developed by the ADA, the official source for CDT codes. 2021 code changes include 28 new codes, 7 revised codes, and 4 deleted codes. CDT 2021 contains new codes for counseling for the control and prevention of adverse oral, behavioral, and systemic health effects associated with high-risk substance use, including vaping; medicament application for the prevention of caries; image captures done through teledentistry by a licensed practitioner to forward to another dentist for interpretation; testing to identify patients who may be infected with SARS-CoV-2 (aka COVID-19). CDT codes are developed by the ADA and are the only HIPAA-recognized code set for dentistry. CDT 2021 codes go into effect on January 1, 2021. -- American Dental Association

This book provides practical strategies for dentists to effectively and confidently communicate with many dental insurance issues, as well as with their patients and members of their staff. Providing real-world examples and sample letters, the book includes specific guidance on how to handle common communication scenarios to avoid being caught off-guard or unprepared. Leadership and Communication in Dentistry begins with a unique section discussing communications with insurance companies, including negotiations, PPO contract issues, appeals letters, and more. It then includes chapters on communicating with patients, addressing how to listen to their concerns and motivate them, and staff, emphasizing how to be a better leader and institute office policies. The final section explores how dentists can use leadership and communication skills to improve their practice of dentistry. Provides concrete guidance on how dentists can confidently take the lead on conversations with dental insurance companies, their staff, and their patients Includes real-world examples of how to lead through communications Divided into sections covering communications with insurance companies, dental patients, and staff members Teaches that being mindful of proper communication and leadership skills will create a true balance for the successful dentist leader to become successful at living Leadership and Communication in Dentistry is a must-have resource for any dentist or dental student wishing to improve their communication skills.

Comprehensive and up to date, Dental Hygiene, 3rd Edition offers complete coverage of today's dental hygiene skills and theories -- all based on the Human Needs Model for better hygienist/patient communication. With a strong focus on clinical application, each section closely follows the critical thinking and clinical assessment approach that a hygienist must use in the classroom, clinic, and practice. Clinical competencies at the beginning of each chapter provide a clear, quick overview of exactly what you need to know, and procedure boxes with detailed steps and rationales ensure that you understand the reasoning behind each step in the competencies. In addition, new chapters on caries risk assessment and the oral-systemic health connection keep you up to date with today's major areas of research. Each section takes you from conceptual foundations of dental hygiene through patient assessment, treatment, and evaluation. Scenario boxes challenge you to integrate complex information as you assess, diagnose, plan care, and evaluate the outcome of care. Client Education Issues and Legal, Ethical and Safety Issues boxes inform you of the latest information in these important areas. Critical Thinking exercises provide opportunities for independent thought and problem solving. Tables and boxes build upon and simplify information from the text, making study and review quick and easy. Evolve website contains free online resources, including weblinks, self-assessment quizzes, and professional development worksheets for student review. A reorganized section for Individuals with Special Needs includes chapters on Cleft Palate, Physical Abuse, Blood Diseases, and Mental Illness, all reflecting evidence-based research now available in these areas. New chapters on caries risk assessment and the oral-systemic health connection -- hot topics in today's dental sciences. New anesthesia guidelines keep you up to date with what's new in pain and anxiety control. Essential resources and websites are now included at the end of each chapter for easy reference. New illustrations provide a fresh, reader-friendly design. Self-assessment quizzes are available online, all case-based to follow the NBDH format. Free online access to the Legal and Ethical Decision Making chapter, including an 'asset center' to assist you with clinical skills.

Practice Management for the Dental Team - E-Book

Law Office Policy & Procedures Manual

Model Rules of Professional Conduct

Employee Office Manual

A Practical Guide to Management

Medical Office Administration - E-Book

This textbook prepares dental hygiene students and dental hygienists to handle the business and operational aspects of the dental office. The book teaches students how a dental office functions from an operational standpoint and how dental hygienists, as licensed professionals, fit into that operation. Major sections cover basics of dental communications, and employability skills. To accommodate a two-credit course, the text is concise and focuses on exercise-based learning. Each chapter includes workbook exercises, study questions, critical thinking activities, case studies, and RDH board practice questions, as well as selected references, Websites, and student activities.

Popular and trusted, DENTAL ASSISTING: A COMPREHENSIVE APPROACH, 5th Edition is the all-in-one learning tool that prepares you for an exciting career in dental assisting! Packed with skills-based features, this book helps you master dental practices and procedures, equipment, patient safety, and even advanced clinical competencies. Chap and pronunciations, Q & A, chapter summaries, case studies, and practice exercises -- all designed to help you learn and think on your feet. Also available, digital learning tools from MindTap incorporates videos, real-life case studies, dynamic review materials, and apps to let you learn according to your own style. Time tested and proven, DEN

COMPREHENSIVE APPROACH, 5th Edition is the comprehensive resource you can rely on for success throughout your career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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