

DH130: Dental Office Management

Credit Hours: 1

Clock Hours: 15/0/0

In this course, the students will utilize dental practice management software for electronic data collection, as well as financial and treatment record keeping. In this course, the students will identify the responsibilities of the dental hygienist within a dental practice. The students will recognize the complexity of patient care as it applies to creating and understanding concept maps. The students will discuss and propose a plan to use calendars, time management, prioritizing and organizational skills to increase productivity.