

DA160: Practice Management & Dental Specialties-Southaven

Credit Hours: 4

Clock Hours: 40/40/0

This course covers the administrative duties of the Dental Assistant. Students learn effective telephone techniques and business equipment operation. They also learn essential office management procedures such as maintaining patient records, scheduling appointments, bookkeeping, processing dental insurance claims, and managing inventory and supplies. Students continue to learn about procedures, instruments, and tray set-ups for various dental specialties, and learn how to give post-operative instructions.