COURSE NO., HOURS AND TITLE:   DH 442–1 Dental Office Procedure

INSTRUCTOR:   
TBD

INSTRUCTOR CONTACT INFORMATION:  
Telephone: TBD  
E-mail: TBD  
Office Location: TBD  
Office Hours: TBD

COURSE DESCRIPTION:

The student will integrate current knowledge of the dental hygiene field with additional information on communication, staff relationships, conflict resolution, dental insurance and financial planning. Resumes, interviewing and employment issues will be discussed. Emphasis will be placed on facilitating the transition from practice in the University clinical setting to the private practice setting. Not for graduate credit. Prerequisite: DH 355.

PREREQUISITE TO:   None

COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Accurately collect base line information on clients/patients.
2. Confer with the dentist on the treatment recommendations.
3. Perform all aspects of assessing patients’ conditions.
4. Develop appropriate dental hygiene treatment plan.
5. Design an individualized home care program for the patient.
6. Participate in team approach to patient care.
7. Participate in office staff meetings if invited to attend.
8. Provide dental hygiene care on an office schedule.

10. Develop a resume and cover letter.

11. Refine communication skills.

12. Role play with a mock interview.

**TOPICAL OUTLINE: Topics**

| I. Resume, cover letters, interviews | 20% |
| II. Practice Management | 55% |

Team approach to patient care
Effective communication
Dental Insurance
Appointment Management
Office Manual (OSHA, HIPAA, Protocol)

| III. Alternative Practice Models | 10% |
| IV. Dentrix | 10% |
| V. Personal Financial Planning | 5% |

**Total Time:** 100%

**TEXTBOOK:**

**Required:**

Additional items or sources for assignments will be provided on D2L site.