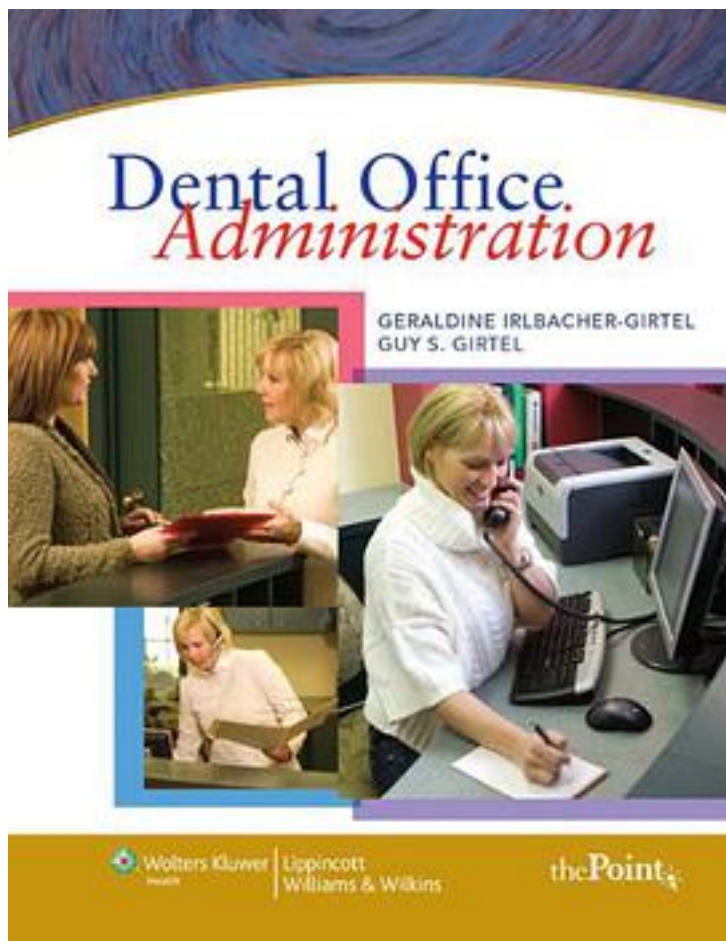


Dental Office Administration



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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.

作者介绍:

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