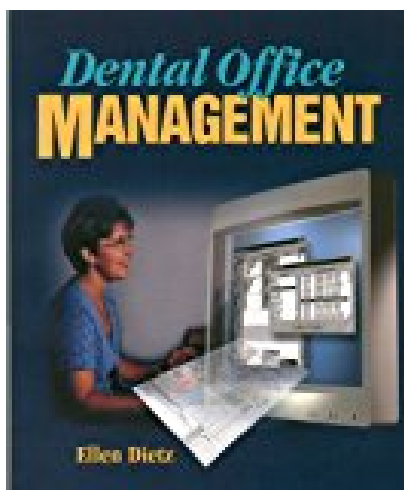


Dental Office Management



BOOK DETAILS

- Author : Ellen Dietz-Bourguignon
- Pages : 448 Pages
- Publisher : Cengage Learning
- Language : English
- ISBN : 0766807312



BOOK SYNOPSIS

This comprehensive book takes readers through the various tasks associated with front office dental procedures, preparing them for the office of the 21st century. Five-sections-the business of dentistry, practice communications, clinical records management, business and financial records management, and employment opportunities-are supported by learning objectives, key terms, and key concepts. Skill building for Success Student Activities (role-plays and problem-solving activities) and Skills Mastery Assessment Post-tests are provided at the end of each chapter (Dental Assisting, Dental Assist., office management)

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