



## Dental Assisting with Medical Administration

### Dental Assisting with Medical Administration Program

This program prepares students for entry level positions as a chair side dental assistant. This course covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, oral anatomy, dental operator, tooth structures, primary and permanent teeth, the oral cavity, and other areas. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and a detailed review of Microsoft Office end user tools including Word, Power Point, Access, Outlook and Excel. Program also includes an optional clinical externship at a local healthcare provider.

### Education and Certification

A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as Dental Assistant professionals.

- Students should have or be pursuing a high school diploma/GED.
- National certification examination opportunities for students:
  - Dental Assisting National Board (DANB) - Radiation Health and Safety (RHS) exam, and the DANB - Infection Control Exam (ICE). In most states, DANB-RHS certification is required to work in dental radiography.
  - The National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification exam
  - The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User exams.

### Key Course Module Topics Covered

#### *Dental Assistant Module*

- Introduction to the dental office and history of dentistry and dental assisting
- Legal aspects of dentistry including policies and guidelines
- Introductory oral anatomy, dental operator, and dental equipment
- Introductory tooth structure including primary and permanent teeth
- The oral cavity and related structures
- Oral health and preventions of dental disease
- Infection control in dentistry and occupational health and safety
- Dental hand-pieces, sterilization, and other areas

#### *Medical Office Administration Module*

- History and background of the medical assisting profession
- Ethical and legal issues, fraud abuse, and compliance
- Office and patient communication techniques, appointment scheduling and general office duties
- Telephone techniques and skills for scheduling appointments
- Technology in the healthcare environment
- Medical terminology
- Basics of insurance billing and coding
- Medical records management and management of practice finances
- HIPAA review and patient bill of rights and confidentiality

#### *Microsoft Office Module*

- Common features found in Word 2010, Excel 2010, PowerPoint 2010, Access 2010 and Outlook 2010.
- Microsoft Office Suite - "How to Utilize Features" including File, Home, Insert, Page Layout, References, Mailings, Review, View, Developer Tabs Formula, Data, Design, Transitions, Animations, Slide Show, Adobe Presenter Tabs, External Data, Database Tools, and Add-Ins tabs.

Program

Features

& Benefits

- Program includes a "clinical externship" at a local healthcare provider
- National certification exam information and review material
- A personal "instructor mentor" to guide you through your course
- Program includes: textbooks, labs, activities, videos, and other material