

# **Dental Reception Manual**

Northwest Regional Educational Laboratory

#### **Dental Reception Manual:**

Dental Reception Training Manual Anita Jupp, Advanced Dental Education Institute, 2007 Dental Reception and Supervisory Management Glenys Bridges, 2019-04-15 Dental Reception and Practice Management 2nd Edition is the dental office administrator's essential companion to all aspects of reception work and supervisory practice management duties. The book covers vital interpersonal skills and the important aspects of business management and marketing relevant to dentistry In addition it explains the development of dental care enhancing the reader's understanding and awareness of the necessary clinical aspects of dentistry It also addresses the General Dental Council's Standards for the Dental Team which details the nine principals for observing patient rights and looks at new regulations introduced by the Health and Social Care Act Provides practical advice for dental receptionists wishing to upgrade their skills Covers all aspects of the receptionist role from administration and marketing to quality management and patient experience Looks at new standards and regulations put into effect Offers concrete suggestions to improve dental practices and further patient health Includes access to a companion website with case studies and links to useful websites Dental Reception and Practice Management 2nd Edition is designed for use by dental receptionists in practice and for use in dental reception courses It will also greatly benefit dental nurses dental hygienists and dentists <u>Dental Reception and Practice Management</u> Glenys Bridges, 2008-04-15 Dental Reception and Practice Management is the dental office administrator's essential companion to all aspects of reception work and practice management duties The book covers vital interpersonal skills and the important aspects of business management and marketing relevant to dentistry In addition it explains the development of dental care and the range of available treatments enhancing the reader's understanding and awareness of the necessary clinical aspects of dentistry Dental reception and Practice Management covers a range of key skills and knowledge within three sections Overview of Dental Care Administration Front of House Skills and Planning and Managing Dental Services bringing together practical guidance on business management and reception skills with accessible and relevant information on the dental professions

Dental Receptionist Procedure Manual George J. Slagon,1972 <u>Technical Manual</u> United States. War Department, Field Manuals United States. War Department,1948 Vocational Education: State Instruction Materials for ... Oklahoma. State Department of Vocational and Technical Education. Curriculum and Instructional Materials Center,1974

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