



**HIP CREATIVE**

# Dental Office Management

**Michael M. Okuji**



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**Practice Management for Dental Hygienists** Esther K. Andrews, 2007 This textbook prepares dental hygiene students and dental hygienists to handle the business and operational aspects of the dental office The book teaches students how a dental office functions from an operational standpoint and how dental hygienists as licensed professionals fit into that operation Major sections cover basics of dentistry and dental law office management applied communications and employability skills To accommodate a two credit course the text is concise and focuses on exercise based learning Each chapter includes workbook exercises study questions critical thinking activities case studies and RDH board practice questions as well as selected references Websites and student activities

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Successful Practices is a practical tool that helps you manage your office in tune with the realities of modern dental practice. Written by both dentists and insurance industry professionals, it provides practical explanations to effectively and legally process claims. It describes the changes in dental practice management to make your practice patient centered, competitive strategies for dentists and organizations.

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Ehrlich, 1969 **Dental Practice Management**, 1995 *OMG! Office Management Guide* Denise Ciardello, 2010-12-21 OMG is designed to assist the brand new office manager realize the necessity to create efficient system as well as aid the seasoned office manager to recognize any deficiencies in effective protocols in order to successfully manage a dental office

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**Best Practice Dental Office Management Manual** Donna Stewart, Donna Stewart Rdh, 2014-03-02 The Best Practice Dental Office Management Manual provides a comprehensive and structured dental business management plan for new and existing dental offices These time proven methods will take your practice out of the reactive management approach and transform your front office into a proactive professional operation This valuable manual provides the resources you need to streamline your practice's front office procedures The contents include detailed office policies and procedures concerning lab cases insurance coverage and claim filing dual insurance coverage morning meetings patient information patient inactivation patient and insurance company refunds treatment plans billing collection aged accounts and aged insurance Also included are detailed duties of each front office staff position detailed insurance claim information for dental procedures that require narratives 15 easy to follow action flow charts and sample forms and letters The manual offers an effective checks and balances system that promotes accuracy and attention to detail It also serves as an important training tool and reference for front office staff and ensures continuity in performance with staff transitions and new employees Written office policies and procedures are a must for every dental office Whether yours is a new practice or you've been practicing for years the Best Practice Dental Office Management Manual provides a clear and concise blueprint for effective and consistent front office operations and management

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Dental Practice Transition David G. Dunning, Brian M. Lange, 2016-09-06 Dental Practice Transition A Practical Guide to Management Second Edition helps readers navigate through options such as starting a practice associateships and buying an existing practice with helpful information on business systems marketing staffing and money management Unique comprehensive guide for the newly qualified dentist Covers key aspects of practice management and the transition into private practice Experienced editorial team provides a fresh balanced and in depth look at this vitally important subject New and expanded chapters on dental insurance patient communication personal finance associateships embezzlement and dental service organizations

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