

Medical Administrative Assistant Workbook

Administrative Assistant Student Workbook for The Administrative Dental Assistant - E-Book
Administrative Assistant
Administrative Assistant Practice Management for the Dental Team - E-Book
Medical Administrative Assistant & Medical Assistant Workbook
The Administrative Dental Assistant
Excel 2000 Level 1, Student Workbook
One Amazing Administrative Assistant
The Administrative Dental Assistant - E-Book
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new updated content reflects the main text's more complete incorporation of the move toward the paperless dental office and electronic health records ehrs specifically in areas such as scheduling filing bookkeeping electronic record regulations and insurance processing hipaa updates are also incorporated throughout new updated questions activities and puzzles reflect the changes in content and further the focus on critical thinking and application new semester project includes a series of relevant exercises that add up to a capstone project in which you will create office procedures and management for your own fictitious dental practice new original practice exercises developed by the text author work in conjunction with the dentrix learning edition software to help you experience what it's like to work with dental practice management software new appendix forms supplement the cases and exercises provided in various workbook chapters

the new administrative assistant is a team member gone are the days of performing only the basic duties of typing and filing now the assistant is a vital part of the every day business process if you want to learn the basics of administrative duties plus how to be exceptional and be a central part of a boss's work processes this is the course for you learn the professional way to handle the basics calls calendars filing time management organization and also learn how to present yourself as a true professional demeanor actions skills etc become the promotable key player you know you can be this self paced training course is in workbook format and each lesson is followed with a quiz completion of all quizzes with at least an 80 passing grade entitles you to the included certificate of completion found at the back of this workbook this training course workbook will also serve as an excellent reference manual for you on the job

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an indispensable companion to the 2nd edition of the administrative dental assistant this workbook combines the key objectives and content of the textbook with challenging exercises putting the information into a practical context these exercises also work in conjunction with the tasks presented in the companion cd rom making the administrative dental assistant an even more accurate representation of the challenges that administrative dental assistants will encounter on the job this new edition includes an interactive demo cd from leading software provider dentrix an interactive networkable demo cd from dentrix is included allowing students to access dentrix's leading practice management software to perform administrative dental assistant tasks exactly as they would be performed by professionals introductory paragraphs in every chapter outline content revisions and changes in the field along with instructions for using corresponding elements of the dentrix software new and revised exercises include short answer multiple choice matching fill in the blank labeling and fill in form exercises drawing on the most current information as presented in the textbook more than 100 new or colorized images reinforce key points and provide examples of important topics and procedures chapter objectives set learning goals for each chapter puzzles include crossword word search and word scramble puzzles for every chapter challenging retention of key terms and concepts illustrations charts and graphs are based on corresponding chapters in the textbook and reinforce the link between learning and real world application

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