

# Medical Administrative Assistant Workbook

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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.

Gain the skills needed to successfully manage a modern dental practice. Practice management for the dental team, Tenth Edition, is a comprehensive one-stop resource that presents practical information on everything from managing patients to running the business. This unique text covers a wide range of dental office skills which are mapped to the Dental Assisting National Board (DANB) Test Blueprint including technology, communications, appointment setting, dental charting, business office procedures, financial arrangements, and more. New to this edition are workbook exercises at the end of the text that allow you to learn the material and then practice it with review questions and practical exercises. In addition, this is the only product on the market that includes Eaglesoft screen shots and practice management software for a fully realistic office experience. New workbook exercises at the end of the textbook make this a 2-for-1 product that allows you to learn the material and then practice it with review questions and practical exercises including Eaglesoft activities. Updated illustrations and photos provide examples of the latest office equipment and tools. Comprehensive coverage addresses all aspects of the business of managing a dental practice with an emphasis on the role of each member of the dental team.

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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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