DOUGLAS COLLEGE

A: Division:	**INSTRUCTIONAL**	Date: **MAY 7, 1997**
B: Faculty:	**HEALTH SCIENCES**	New Course: **NO**
		Revision of Course: **YES**
		Dated: **MAY 1990**

C: **CHDA 118**	D: **RECEPTION SKILLS FOR DENTAL ASSISTANTS**	E: **1**
Subject & Course No.	Descriptive Title	Semester Credit

F: Calendar Description:

This course will provide the student with the knowledge and skills related to basic dental reception procedures. The course will include the organization and management of patient records, appointment control, dental claims, financial procedures and the utilization of a dental management computer software.

Summary of Revisions: (Enter date & section)
Eg: 1982-08-25 Section C,E,F

　　1993 05 07 - Sections C, E, F, R

　　1993 05 07 - Sections G, H, J, P, Q, R

　　1997 05 07 - Sections C, E, F, G, K, N, O, P, Q, R

G: Type of instruction: Hrs per semester

Lecture/Practice:	**15**	Hrs.
Laboratory:		Hrs.
Seminar:		Hrs.
Clinical Experience:		Hrs.
Field Experience:	**5**	Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other (Specify):		Hrs.
Total:	**20**	Hrs.

H: Course Prerequisites:

NIL

I: Course Corequisites:

NIL

J: Course for which this Course is a Prerequisite:

CHDA 217

K: Maximum Class Size:

30

L:

College Credit Transfer		
College Credit Non-Transfer	**X**	

M: Transfer Credit:
Requested:
Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:

U.B.C.	Nil
S.F.U.	Nil
U. Vic.	Nil
U.N.B.C.	Nil
Other:	

_____
Course Designer(s)

_____
Dean

_____
Vice-President - Instruction

_____
Registrar

N.   **Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):**

* Torres, H.O., Ehrlich, A., Bird, D., & Dietz, E. Modern Dental Assisting (latest edition). Philadelphia: W.B. Saunders Co.

* Wilkins, Esther M., Clinical Practice of the Dental Hygienist, (latest edition). Philadelphia: Lea and Febiger.

* **Same texts used in all courses of the Dental Assisting Program.**

Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content; Q. Method of Instruction; R. Course Evaluation

O. COURSE OBJECTIVES

Objectives are based on the Provincial Competencies for Certified Dental Assistants, developed for the Ministry of Advanced Education and Job Training, March, 1989.

Upon successful completion of this course, the student will be able to

1.   record and manage patient dental records.
2.   demonstrate appointment scheduling for dental procedures.
3.   prepare and process dental claim forms.
4.   complete and record dental related financial procedures.

P. COURSE CONTENT

1.   **Patient Records**

Confidentiality and Legalities
Personal, Medical and Dental Histories
Annotation
Abbreviations
Numbering Systems
Filing Systems
Chart Entries, manual and computerized
Security of Data

2. **Appointment Control**

Time Utilization
Appointment Entries, manual and computerized
Single and Multiple Operatory Scheduling
Appointment Confirmation
Daily Schedules
Appointment Control
Recall Systems

3. **Dental Claims**

Dental Insurance
Dental Claim Forms
Processing Claims, manual/computerized
Security of data

4. **Financial Procedures**

Fee Guides
Accounts Receivable Systems, manual/computerized
Maintain Financial Records
Dental Estimates
Security of Data

Q. METHOD OF INSTRUCTION

1. Lecture/Practice
2. Class Discussion/Seminar
3. Demonstration
4. Computer

R. COURSE EVALUATION

Course evaluation is based on course objectives, and is consistent with Douglas College Evaluation Policies. An evaluation schedule is presented to the students at the beginning of the course.

A minimum mark of 65% is required to be successful in the course.

Outlines of evaluation may be subject to change.

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