

EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A.	Division: Instructional			Effective Date:			September 2004		
B.	Department / Program Area:	Health Sciences		Re	vision	X	New Course	;	
					Revision, Section(s) vised:		C, J, M		
					te of Previous Revision te of Current Revision:		August 25, 2 September 2		
C:	CHDA	. 1118 D:	Reception	Skill	s For Dental Assistan	its	E:	1	
	Subject & Course No. Descri		Descriptiv	ive Title Sen			nester Credits		
F:	Calendar Description:								
	This course will provide the learner with the knowledge, skills and values related to the fundamental principles of dental office management, focusing on basic dental reception procedures. The course will include the organization and management of client records, appointment scheduling, insurance claims, financial records and inventory control systems.								
G:	Allocation of Contact Hours to Type of Instruction / Learning Settings		Instruction	H: Course Prerequisites:					
	Primary Methods of Instructional Delivery and/or Learning Settings: Lecture/Practice Field Experience Number of Contact Hours: (per week / semester for each descriptor)		erv and/or	None					
			· ·	I:	Course Corequisites:				
				None					
				J:	Course for which this Course is a Prerequisite				
					CHDA 1217				
	Lecture/Practice: 15 per semester Field Experience: 5 per semester Number of Weeks per Semester:			K:	Maximum Class Size	e:			
					30				
	15 weeks								
L:	PLEASE INDICATE:								
	Non-Credit								
	X College Credit Non-Transfer								
	College Credit Transfer:								
	SEE BC TRAN	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)							

M: Course Objectives / Learning Outcomes

The learning outcomes are based on the Curriculum Guide 2001 Education of Certified Dental Assistants in British Columbia, developed for the Ministry of Advanced Education, Training and Technology and the Centre for Curriculum, Transfer and Technology, February, 2001.

Upon successful completion of CHDA 1118 the student will:

- 1. Manage client records
- 2. Schedule appointments
- 3. Complete insurance claims
- 4. Manage financial records
- 5. Manage inventory control system

N: Course Content:

1. Manage client records

Legal and ethical implications
Personal, medical and dental histories
Numbering systems
Annotation
Abbreviations
Chart entries, manual and computerized
Quality Assurance

2. Schedule appointments

Appointment entries, manual and computerized Guidelines for efficient appointment scheduling Confirmation of Appointments Daily schedules Preventive recall programs

3. Complete insurance claims

Dental insurance, terminology Claim forms preparation, paper/electronic Dental procedure codes Fee guides Legal and ethical implications

4. Manage financial records

Accounts receivable systems Maintain financial records Dental estimates Legal and ethical implications

5. Manage inventory control systems

Inventory systems
Reorder point
Guidelines for ordering dental supplies

O:	Methods of Instruction							
	1. Lecture/Practice							
	2. Class Discussion/Seminar							
	3. Demonstration							
	4. Computer							
P:	Textbooks and Materials to be Purchased by Students							
	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.							
Q:	Means of Assessment							
	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.							
R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR							
	Yes							
Cour	se Designer(s) Education Council / Curriculum Committee Representative							
Dean	/ Director Registrar							

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