

# **EFFECTIVE: SEPTEMBER, 2007 CURRICULUM GUIDELINES**

Α.	Division: Education			Effective Date:			September 2007				
B.	Department / Program Area:	Health Sciences		Revision X		New Course					
					Revision, Section(s) vised:		F, M,N, N				
					te of Previous Revision te of Current Revision:		August 25 October 2				
C:	CHDA 1118 D: Reception			Skills For Dental Assistants			<b>E</b> :	1			
	Subject & Course No.			Descriptive Title			Semester 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  Primary Methods of Instructional Delivery and/or Learning Settings:  Lecture/Practice Field Experience  Number of Contact Hours: (per week / semester for each descriptor)			H:	Course Prerequisites: None						
			-	I:	Course Corequisites:						
				<del>-</del>	None  Course for which this Course is a Prerequisite  CHDA 1217						
				J:							
	Lecture/Practice: 15 per semester Field Experience: 5 per semester			K:	Maximum Class Size:						
	Number of Weeks per Semester: 15				30						
L:	PLEASE INDICATE:										
	Non-Credit										
	21	redit Non-Transfer redit Transfer:									
		SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.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
Non-invasive identifying discs
Numbering systems
Annotation and charting
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							
	<ul><li>3. Demonstration</li><li>4. Computer</li></ul>							
<b>P</b> :	Textbooks and Materials to be Purchased by Students							
	<ul> <li>Torres, H.O., Ehrlich, A., Bird, D., &amp; Dietz, E. Modern Dental Assisting (latest edition).</li> <li>Philadelphia: W.B. Saunders Co.</li> </ul>							
	• 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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