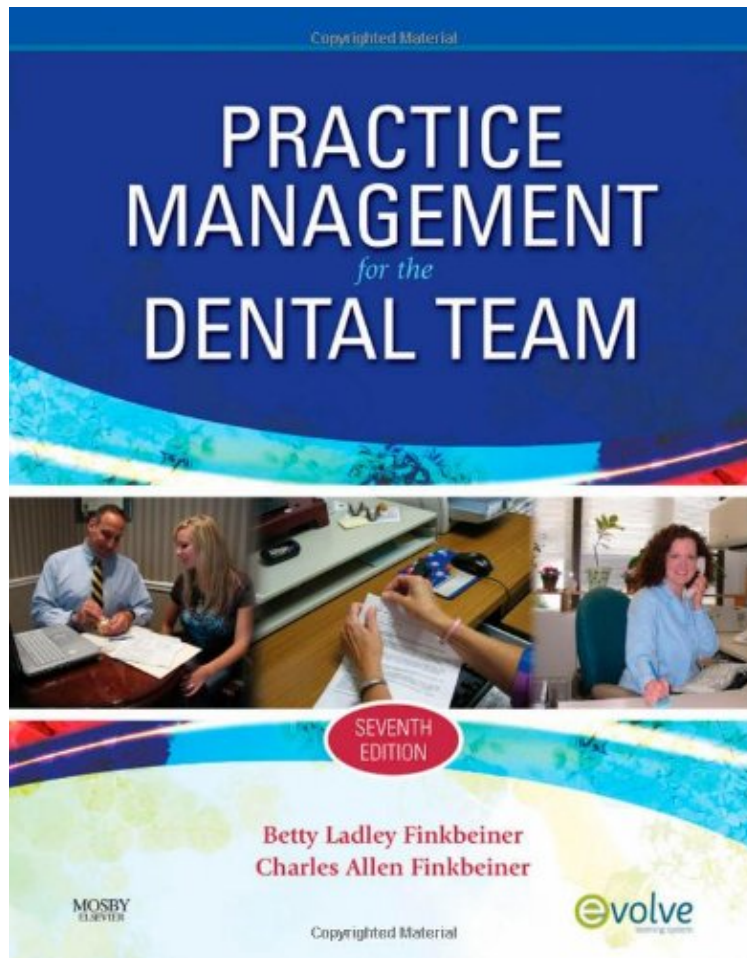


(Free read ebook) Practice Management for the Dental Team, 7e

Practice Management for the Dental Team, 7e

Betty Ladley Finkbeiner CDA Emeritus BS MS, Charles Allan Finkbeiner BS MS
DOC | *audiobook | ebooks | Download PDF | ePub



#715855 in Books 2010-03-26Original language:EnglishPDF # 1 .70 x 8.80 x 10.80l, 2.25 #File Name: 0323065368400 pages | File size: 26.Mb

Betty Ladley Finkbeiner CDA Emeritus BS MS, Charles Allan Finkbeiner BS MS : Practice Management for the Dental Team, 7e before purchasing it in order to gage whether or not it would be worth my time, and all praised Practice Management for the Dental Team, 7e:

0 of 0 people found the following review helpful. Five StarsBy CustomerGreat0 of 0 people found the following review helpful. My school was charging \$90 for this book! I'm ...By SheenaMy school was charging \$90 for this book! I'm so thankful that it was available on . No issues with the program work at all.0 of 0 people found the following review helpful. Great book met my expectations followed the class curriculum as ...By CustomerGreat book met my expectations followed the class curriculum as hoped, not to complex very good, and recieved it in less than two full days with prime for students, I recommend it!

Learn the business skills you need to run a dental office! Not only is Practice Management for the Dental Team the

most comprehensive dental practice management book on the market, it is also the only one that includes EagleSoft software exercises for a realistic office experience. This unique text provides step-by-step instructions for performing essential dental office skills, from managing patients to running the business. It covers all aspects of law and ethics, technology, communications, and business office systems. Spiral binding makes the book easy to use! All aspects of the business of managing a dental practice are covered, focusing on the functions generally performed by the administrative assistant but including information useful to dental assistants, dental hygienists, and other members of the dental team. A Patterson Dental EagleSoft CD-ROM (included with the workbook) provides you with valuable realistic practice experience with this widely used software program. Expert author Betty Ladley Finkbeiner is a leading authority in dental assisting education with many years of experience and many publications to her credit. Key terms are bolded and defined at the end of each chapter, putting new vocabulary at your fingertips. Summary tables and boxes make it easy to find key information. Practice Note boxes highlight and summarize important concepts. Chapter outlines and objectives introduce material and serve as checkpoints for reference or study. End-of-chapter learning activities include review questions and suggested activities for better comprehension of the material. Useful appendixes provide easy-to-find resources including a review of grammar to promote proper business communication, common medical abbreviations, and a listing of dental terminology. A NEW two-column format makes the book more compact and easier to read. A new focus on paperless technology and updated illustrations and photos of traditional paperwork keep you up to date with current practices. Expanded coverage of information security includes the latest on keeping communications secure within the office environment. Updated coverage of financial procedures includes information on electronic banking, record keeping, and tax forms. Evolve resources for students include online access to EagleSoft practice exercises that use actual screen shots to illustrate proper procedures and potential pitfalls, along with updates to content, working forms and templates, and crossword puzzles for vocabulary review. A workbook provides exercises using the practice management software, plus summaries of textbook content, learning objectives, practice questions and answers, critical thinking exercises, and Internet assignments. Sold separately.

"Lends order to the administrative chaos and enables everyone to find easily the documents they need. An original overview of effective dental practice management." *Le Dentiste*, April 2011
About the Author Betty Ladley Finkbeiner, CDA, RDA, BS, MS, Chairperson, Dental Assisting Program, Washtenaw Community College, Ann Arbor, MI;
Charles Allan Finkbeiner, BS, MS, Instructor, Business Division, Computer Information Systems Department, Washtenaw Community College, Ann Arbor, MI