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THE ADMINISTRATIVE DENTAL ASSISTANT

LINDA J. GAYLOR



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and new technology in the industry specifically in the areas of scheduling bookkeeping electronic record regulations and insurance coding Original practice exercises designed to be used in conjunction with the practice management software expose you to a more realistic dental office environment What Would You Do scenarios mimic the types of issues you will deal with in practice and encourage you to put your knowledge to work on realistic situations Additional artwork acquaints you with the technology you will use before beginning work in the dental office Dentrix Learning Edition practice management software offers a flexible range of options to help you learn the ins and outs of a professional practice management software program and fully prepare you for work in an actual dental office

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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 is like to work with dental practice management software NEW Appendix forms supplement the cases and exercises provided in various workbook chapters

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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

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