

Syllabus for DA 166, Dental Assisting Functions in Dental Practice Management

Course Information

Semester & Year: Spring 2022
Course ID & Section #: DA 166 (E3140)
Prerequisites/ Co-requisites: Acceptance in Dental Assisting Program cohort, successful completion of fall semester courses with a 75% or better.
Instructor's name: Hillary Reed, RDAEF, CDA, COA, CDPMA, CPDA & Teresa Moore RDA CDA
Day/Time: Daily Lecture (E3140): 8:30 AM- 10:00 AM (Winter Session Course January 3-7) Daily Lab (E3140): 10:15 AM- 11:45 AM
Location: AT 115 (Lecture); AT 112 (Lab)
Number of units: 0.5

Instructor Contact Information

Office location: AT 101
Office hours: By appointment
Phone number: 707-476-4250
Instructor email address: Hillary-reed@redwoods.edu & Teresa-moore@redwoods.edu
Program Coordinator phone number: 707-476-4253
Program Coordinator email address: Hillary-reed@redwoods.edu
Absences: In the event of emergency contact 476-4250. To be eligible for alternative exams the absence must be reported ½ hour prior to the beginning of class. Excessive absences will result in Program dismissal.

Required Materials

Textbook Title: Modern Dental Assisting, 13 th Edition (ISBN: 978-0-323-62485-5)
Author: Bird and Robinson
Other requirements: Dental Assisting Program Handbook, Uniform, Personal Protective Equipment, Darby Dental Kit

Course Description

A basic introduction to business office procedures as applicable to dental assisting. Communications and practice management operations are emphasized. Customary terms and proper vocabulary are practiced in preparation for clinical competency in patient care.

Course Objective

1. Apply learned theory to patient care demonstrating appropriate business communications in patient care.

Course Student Learning Outcomes

1. Communicate proper business terminology in the dental setting.
2. Demonstrate common administrative duties to preclinical competence.

Pre-requisites and Co-requisites

The Dental Assisting Program of Study requires the cohort of students to have successfully completed DA 153, DA 154, DA 155, and DA 156 with a 75% or better to be eligible to enroll in the spring semester cohort of courses.

Additionally, the Dental Assisting Program of Study requires the cohort of students to enroll in DA 163, DA 164, DA 165, and DA 167 concurrently. This is a Dental Board of California (DBC) and Commission on Dental Accreditation (CODA) requirement. Curriculum reiterates and combines concepts, information, and proficiencies from other courses to prepare students for the clinical setting.

Course Content

1. Communication in the Dental Office
2. Business Operating Systems
3. Financial Management in Dental Office
4. Marketing Your Skills

Specific Didactic Course Skill Sets (Objectives)

Communication in the Dental Office

1. Discuss the role and duties of the administrative assistant in the dental office and clarify how customer service is crucial in this position.
2. Characterize clear effective communication skills, and describe good phone and message etiquette.
3. Describe the various types of written communication in the dental office and explain the basic steps for preparing written communications.

Business Operating Systems

4. Identify the category, purpose, and appropriate filing systems used in the maintenance and retention of business records
5. Describe management of patient information and how to implement Health Insurance Portability and Accountability Act of 1996 (HIPAA).
6. Explain the rationalization of common efficiency practices involved in scheduling appointments for maximum productivity.
7. Describe the function of computerized practice management systems, bookkeeping systems, and new technologies in the dental office setting.

Financial Management in the Dental Office

8. Identify the financial importance and management of collections to the dental office.
9. Explain various types of consent.
10. Identify common payroll withholding taxes and discuss the financial responsibility of the employer.
11. Categorize the procedures, codes, and processes involved with insurance claims and prepaid dental programs.
12. Describe external and internal marketing.
13. Discuss the management of inventory systems and budgeting practices.
14. Explain the difference between "legal" and "ethical".
15. Determine insurance fraud.

Marketing Your Skills

16. Identify career goals.

Specific Pre-clinical Course Lab Skill Sets (Objectives)

Communication in the Dental Office

1. Answer the phone according to business protocol.
2. Compose a business letter.
3. Address an envelope.
4. Prepare and address a recall card.

Business Operating Systems

5. Alphabetize files.
6. Prepare end-of-day and prepare bank deposit.
7. Define petty cash.
8. Schedule and appointment and properly fill-out an appointment card.
9. Order consumables/disposables, expendables, and nonexpendable.
10. Coordinate equipment repair.

Financial Management in the Dental Office

11. Identify CDT codes and ADA Dental Claim Form.
12. Identify W-2 and W-4.

Marketing Your Skills

13. Prepare a professional resume and cover letter on appropriate paper with appropriate font.
14. Demonstrate proper interview dress, conduct, and responses.

Handbook

All students have signed acknowledgement that they have accessed the Dental Assisting Handbook in Canvas, as well as read and agreed to detailed information provided regarding information, notifications, requirements, policies, rules and disciplinary actions. The Handbook further discusses Student Support Services, Grading Policies, Disruptive Behavior, and Emergency Procedures.

Canvas Information

College of the Redwoods Canvas System is used by students and the instructors for grade tracking, referencing handouts (files), and discussion participation. Students can access Canvas at any time, using their college e-mail and password to determine their current grade in the course as well as specific scores for completed participation, assignments, or exams/ quizzes. Instructors enter grades weekly.

Students can access Canvas by going to [CR Home \(redwoods.edu\)](http://CR Home (redwoods.edu)) and then right clicking on Canvas icon on the top of the page. Once in Canvas go to courses to set your Dashboard.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 6 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

Eureka: 707-476-4280, student services building, 1st floor

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of Face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Lecture Preparation

Students are to have read assigned chapters prior to arriving to lecture. The lecture are designed to assist the students in comprehending the content and preparing for the clinical setting.

Lecture Examinations

All lecture quizzes and examinations will be administered through CANVAS. The exam will consist of multiple choice, true/false, fill in the blank, short answer, and identification questions. Please refer to your course syllabus for exam modality, times, dates, and chapters covered.

Practical Competency

Students must earn a minimum of 75% on all RDA Skills Competency Activities to participate in the clinical setting. Students not meeting 75% or better will be required to remediate prior to participating in the clinical setting.

Work Readiness Points

To be successful in the workforce, students have to develop skill sets and healthy work habits necessary for lasting employment.

Students are awarded five Pay Day Points for full participation in the activities and tasks assigned to each class session (lecture), where all requirements, policies, and rules are followed as stated in the Program Handbook. Students begin the course with zero Pay Day Points. Pay Day points will be factored into the course grade.

Students not participating in activities or tasks or not following requirements, policies, and rules or who are absent will not acquire any Pay Day Points for that class session(s). This includes those that are tardy or leave early. Additionally disciplinary action (as outlined in the Program Handbook) for the second, third, and fourth offense will affect the final course grade negatively.

Special Note

The course instructor(s) and/or the Program Coordinator have the right to at any time for any reason alter any content of the course syllabus. Course content alterations can only be done by faculty at their discretion.

Dental Assisting Program Grading Scale

The Commission on Dental Accreditation and the Dental Board of California require the lecture and lab grade to be 75% or better. The Dental Assisting Program courses are sequential and have co-requisites. Students not passing with a 75% or better in the course cannot continue.

Grade	Percentage	Definition
A	96-100	Outstanding progress
A-	90-95	Outstanding progress
B+	87-89	Above average progress
B	84-86	Above average progress
B-	81-83	Average Progress
C+	78-80	Satisfactory Progress
C	75-77	Lowest acceptable Progress
D	65-74	No progression,
F	<65	Failure
W	N/A	Official Withdrawal

Course Requirements

Overall Course Grade Calculation:

The overall course grade is determined by an average. Students cumulative scores on quizzes (35%), written exams (50%), assignments (10%), and participation (5%) are averaged together to generate a percentage, determining the overall course grade.

Participation Portion:	Weighted 5% of total grade
Pay Day - Work Readiness Points 5 points per lecture	
Assignment Portion:	Weighted 10% of total grade
Cover Letter and Resume (50 points)	
Quiz Portion:	Weighted 35% of total grade
2 Quizzes (40 points each)	
Written Exam Portion	Weighted 50% of total grade
1 Written Final Exam (200 points)	

Course Schedule of Activities and Assignments

Day 1 - Monday, January 3 (Lecture)

Unit: Communication in the Dental Office

Textbook reading assignment in preparation for lecture class:

Chapter 61 Communication in the Dental Office

Day 1 - Monday, January 3 (Lab)

Procedures: 6.1 Answering phones, taking a message; compose a Business Letter (61.2); Address an envelope; prepare a recall card;

Day 2 - Tuesday, January 4 (Lecture)

Quiz #1 (Chapters 61 and 62)

Unit: Business Operating Systems

Textbook reading assignment in preparation for lecture class:

Chapter 62 Business Operating Systems

Day 2 - Tuesday, January 4 (Lab)

Procedures: Alphabetize files; Prepare End-of-Day Deposit; Define petty cash Prepare an order; Scheduling an appointment and fill-out appointment card; Order consumables, expendables, and non-expendables; coordinate equipment repair.

Day 3 - Wednesday, January 5 (Lecture)

Quiz #2 (Chapters 63 and 64)

Unit: Financial Management in the Dental Office

Textbook reading assignment in preparation for lecture class:

Chapter 63 Financial Management in the Dental Office

Chapter 64 Marketing Your Skills

Day 3 - Wednesday, January 5 (Lecture)

Procedures: Identify CDT codes and ADA Insurance forms; Identify W4 & W2; Work on preparing a Professional Resume (64.4)

Day 4 - Thursday, January 6 (Lecture)**Cover Letter and Resume Due**

Unit: Marketing Your Skills

Textbook reading assignment in preparation for lecture class:

Chapter 64 Marketing Your Skills

Interview will take place in class, please wear appropriate interview attire to class.**Guest Speaker-Office Manager****Day 4 - Wednesday, January 6 (Lecture)**

Procedures: 64.1 Refining your Professional Resume

Day 5 - Friday, January 7 (Lecture)**Written Final- Cumulative (Chapters. 61-64)***Textbook reading assignment in preparation for lecture class:*

Chapter 61 Communication in the Dental Office

Chapter 62 Business Operating Systems

Chapter 63 Financial Management in the Dental Office

Chapter 64 Marketing Your Skills