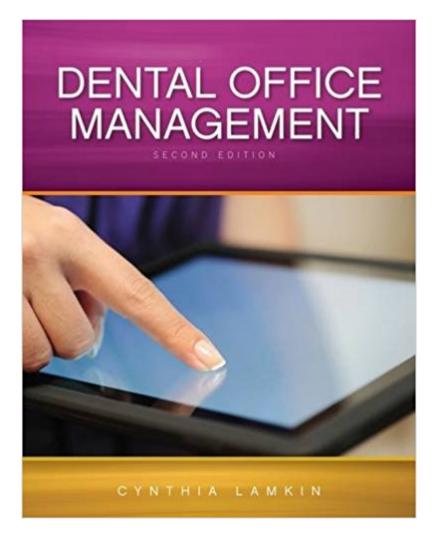
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Dental Office Management





Synopsis

Make a good first impression! The first dental professional a patient encounters is generally the front office staff. This interaction is key to promoting the practice and making the patient comfortable. DENTAL OFFICE MANAGEMENT 2E hones professionalism and improves efficiencies in managing the business aspects of dentistry. The various tasks associated with front office dental management are addressed in six sections: the business of dentistry, practice communications, clinical records management, business and financial records management, employment opportunities, and practice management software. Well-rounded and up-to-date with the latest technologies and trends, Dental Office Management is the only resource needed to achieve success in the dental office.

Book Information

Paperback: 496 pages Publisher: Cengage Learning; 2 edition (January 21, 2014) Language: English ISBN-10: 113328311X ISBN-13: 978-1133283119 Product Dimensions: 8.6 x 0.7 x 10.8 inches Shipping Weight: 2 pounds (View shipping rates and policies) Average Customer Review: 3.5 out of 5 stars Â See all reviews (2 customer reviews) Best Sellers Rank: #448,317 in Books (See Top 100 in Books) #90 in Books > Textbooks > Medicine & Health Sciences > Dentistry > Dental Assisting #103 in Books > Medical Books > Dentistry > Dental Assisting

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