[Facility]

Dental Policy and Procedure Manual Template

This document is a template for you to construct a comprehensive dental policy and procedure manual. This document CANNOT be used <u>as is</u>. You must examine each procedure and match the policy to your practices.

Throughout the document you will see type in **Bold** and type in *Italics*. **Bold** type usually means you must insert a specific name (facility, department, individual or State). *Italicized* type usually indicates an example.

Check each policy for your facility's unique requirements and practices.

Many policies are based on professional organizations' recommendation s or guidelines. Those policies include a statement such as:

This facility adheres to the [Organization] guidelines for [topic]. According to the [organization's] [Year] [position, policy or clinical guidelines]:

You may elect to include this statement and then use the entire recommendation or guideline in quotes.

It is recommended you use the authoritative source whenever possible. You may use the above statement and simply insert your facility's name, the topic, the organization, date and type of recommendation in the **bold** sections.



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Original Template: 2009 Revised: 2012

Dental Office Policy And Procedure Manual

Michele Leonardi Darby

Dental Office Policy And Procedure Manual:

<u>Dental Office Administration</u> Geraldine S Irlbacher, Guy S. Girtel, 2020-03-18 Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional providing practical communication techniques and tips for problem solving It also provides the necessary clinical background information every dental office professional needs for a successful practice Hands on activities within the text require students to practice common tasks such as dental charting writing a memo or conducting a mock telephone call with another student A free bonus DVD ROM for Windows includes practice management software called DENTRIXG4 practice management to give students real world experience managing patient data and filing electronic claims A companion Website includes the full text and a quiz bank

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