

[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 as is. 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.



For more information or assistance in using this document contact:

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Original Template: 2009
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Dental Office Policy Manual Sample

Canadian Dental Association



Dental Office Policy Manual Sample:

Creating and Updating an Employee Policy Manual: Policies for Your Practice American Dental

Association, 2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA [Dental Office Procedure and Policy Manual](#) R. F. Krejci, 1971 *Dental Office Administration* 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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Successful Growth and Development in the Dental Practice Anita Jupp,1996 In this book the author addresses the importance of leadership and marketing Chapters include hiring the dental team learning leadership skills establishing office policies conducting productive team meetings organizing business systems maintaining financial controls increasing case acceptance setting personal and practice goals professionally marketing the dental practice attracting new patients maximizing retention of existing patients and making the hygienic component an important revenue centre The book includes visual examples of effective letters sample advertisements and newsletters

Employee Office Manual ,1995

Medical Office Administration - E-Book Brenda A. Potter,2021-09-04 Learn the skills you need to succeed in the modern medical office Medical Office Administration A Worktext 5th Edition provides a clear hands on approach to help you master the role and responsibilities of the administrative medical assistant With a focus on exceptional patient service this easy to read text stresses comprehension application and critical thinking to ensure you are job ready on Day 1 When used in conjunction with SimChart for the Medical Office Elsevier's educational EHR sold separately you will gain realistic experience with day to day tasks as if you were in an actual office setting This worktext helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job Approachable writing style uses a conversational tone for easy understanding Procedure checklists outline the steps required to complete a full range of administrative tasks Patient centered focus highlights the importance of exceptional service as a key component of every Medical Assisting competency Think About It feature encourages you to apply your knowledge to realistic work situations and develop critical thinking Chapter checkpoints promote comprehension with questions following sections of the text Compliance tips provide focused guidance on how to follow HIPAA mandates Learning resources on the Evolve website provide extra practice including chapter quizzes a sample certification exam and interactive forms NEW content expands discussion of patient confidentiality healthcare data security appointment scheduling procedure coding changes job search strategies and more UNIQUE Correlation with NEW SimChart for the Medical Office SCMO exercises simulates all aspects of the administrative functions that make up the day to day practice of a medical office SCMO sold separately NEW Sample practice examination on the Evolve website provides effective preparation for certification

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Dental Office Employee Manual Lovell,Dr
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