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The Complete Dental Office Policy Manual Sandra L. Hebert, 1989

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resource gives you one stop access to all of the medical office management techniques you need You ll find detailed guidance on technical skills like management of appointments and schedules health insurance billing and use of office automation systems as well as advice on personnel management effective communication ethical and legal issues patient confidentiality and many other issues that are essential to your success And you will like how easy this Manual is to use Samples of consent forms letters and procedural policies offer concrete examples for you to follow Manager Alerts point out potential pitfalls and tell you how to avoid them Helpful From the Author s Notebook tips describe the best ways to handle a variety of office problems

Compendium ,1995 *C D A Journal* California Dental Association,1983 *Comprehensive Review for Dental Hygienists* Shailer Alvarey Peterson,1980 **Journal of the Canadian Dental Association** Canadian Dental Association,1995 The Dynamics of Dental Practice Administration Douglas L. Roberts,Donald T. Rosenbloom,F. Blaise Curcio,1977 **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 maiximizing retention of existing patients and making the hygenic component an important revenue centre The book includes visual examples of effective letters sample advertisements and newsletters

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