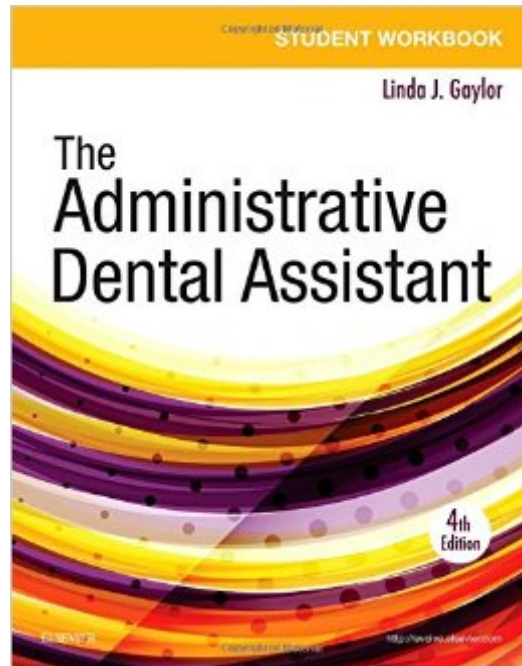


The book was found

Student Workbook For The Administrative Dental Assistant, 4e



Synopsis

Better understand the realities of working in an actual dental office environment with Student Workbook for The Administrative Dental Assistant, 4th Edition. Using a variety of practice exercises, case scenarios, critical thinking questions, and other engaging tools, this workbook helps you learn how to apply information from the main textbook and put it into practice. With this study tool, youâ™™ also gain access to Dentrix Learning Edition practice management software, which gives you valuable experience working in a realistic dental office environment as well as a more accurate understanding of the challenges that administrative dental assistants encounter on the job. Correlation with the textbook enables users to follow along at every step to ensure their comprehension before moving forward. Trusted author Linda Gaylor taps into her years of experience as a practicing dental assistant, an instructor of dental assisting, and a curriculum director to share all the necessary knowledge and skills required to be a successful administrative dental assistant. Dentrix Learning Edition practice management software and accompanying original exercises offer you practice using one of the most widely used programs in dental offices nationwide. Review questions, including multiple-choice, short-answer, essay, and fill-in-the-blank, offer you a myriad of opportunities for self-assessment and comprehension. What Would You Do? exercises encourage you to apply chapter knowledge to everyday office dilemmas. Puzzles offer a fun and interactive way to study vocabulary. Chapter overviews are provided at the outset of each workbook chapter to help recap the chapter content and set the stage for the workbook questions and exercises. NEW! Updated content reflects the main textâ™™s more complete incorporation of the move toward the paperless dental office and electronic health records (EHRs), specifically in areas such as scheduling, filing, bookkeeping, electronic record regulations, and insurance processing. HIPAA updates are also incorporated throughout. NEW! Updated questions, activities, and puzzles reflect the changes in content and further the focus on critical thinking and application. NEW! Semester project includes a series of relevant exercises that add up to a capstone project in which you will create office procedures and management for your own fictitious dental practice. NEW! Original practice exercises developed by the text author work in conjunction with the Dentrix Learning Edition software to help you experience what itâ™™s like to work with dental practice management software. NEW! Appendix forms supplement the cases and exercises provided in various workbook chapters.

Book Information

Paperback: 176 pages

Publisher: Saunders; 4 edition (March 15, 2016)

Language: English

ISBN-10: 0323294510

ISBN-13: 978-0323294515

Product Dimensions: 10.8 x 8.4 x 0.4 inches

Shipping Weight: 10.4 ounces (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #473,565 in Books (See Top 100 in Books) #96 in Books > Textbooks > Medicine & Health Sciences > Dentistry > Dental Assisting #110 in Books > Medical Books > Dentistry > Dental Assisting

[Download to continue reading...](#)

Student Workbook for The Administrative Dental Assistant, 4e The Administrative Dental Assistant, 4e Starting Meetings of Administrative Professionals: 52 Tips for Planning, Conducting, Leading and Facilitating Successful Meetings of Your Administrative Support Staff Dental Assisting Notes: Dental Assistant's Chairsides Pocket Guide Study Guide for Today's Medical Assistant: Clinical & Administrative Procedures, 3e Today's Medical Assistant: Clinical & Administrative Procedures, 3e Today's Medical Assistant: Clinical & Administrative Procedures, 2e Administrative Assistant's and Secretary's Handbook Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists, 3e Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists, 2nd Edition Medical Assistant Exam Strategies, Practice & Review with Practice Test (Kaplan Medical Assistant Exam Review) Kinn's The Medical Assistant: An Applied Learning Approach, 11e (Medical Assistant (Kinn's)) Be the Ultimate Assistant: A celebrity assistant's secrets to working with any high-powered employer Virtual Assistant Assistant: The Ultimate Guide to Finding, Hiring, and Working with Virtual Assistants: Expanded and Updated for 2016 Virtual Assistant: 101- How to Effectively Outsource Tasks to Virtual Assistants to Maximize your Productivity (Outsourcing, Virtual Assistant) Take a Leap of Faith And Start a Virtual Assistant Business: Your Guide to Establishing a Successful Business As a Virtual Assistant Modern Dental Assisting - Text, Workbook, and Boyd: Dental Instruments, 5e Package, 11e Dental Assisting Online for Modern Dental Assisting (Access Code, Textbook, and Workbook Package), 11e Modern Dental Assisting - Text, Workbook, and Boyd: Dental Instruments, 4e Package, 10e Secrets of the CDA Exam Study Guide: DANB Test Review for the Certified Dental Assistant Examination

[Dmca](#)