

## Planning and Quality Assurance Affairs

Form (A)

### Course Specifications

#### General Information

Course name	Practice management for dental team and ergonomics
Course number	DENT5181
Faculty	
Department	
Course type	Major Needs
Course level	5
Credit hours (theoretical)	0
Credit hours (practical)	1
Course Prerequisites	

#### Course Objectives

- 1 - This course is designed and built to provide the dentist with management skills and clinical knowledge necessary to work effectively in a dental practice within safe environment. The course includes dental office procedures such as records management in dentistry, supply and inventory control system, recall systems, appointment scheduling, accounting procedures in dentistry

#### Course Contents

- 1 - Communicate effectively and establish a good working relationship with patients and other members of the dental health care team. Establish and maintain an effective appointment control system Set up payment systems. Perform general office procedures. Maintain a filing system for patient and practice records. Establish and maintain an effective appointment control system. Maintain a monthly and a yearly summary of earnings and expenses. Maintain and control supplies through an inventory control system. Use basic computer skills for performing front office procedures.

#### Teaching and Learning Methods

- 1 - - Lectures, Presentations, Discussion,