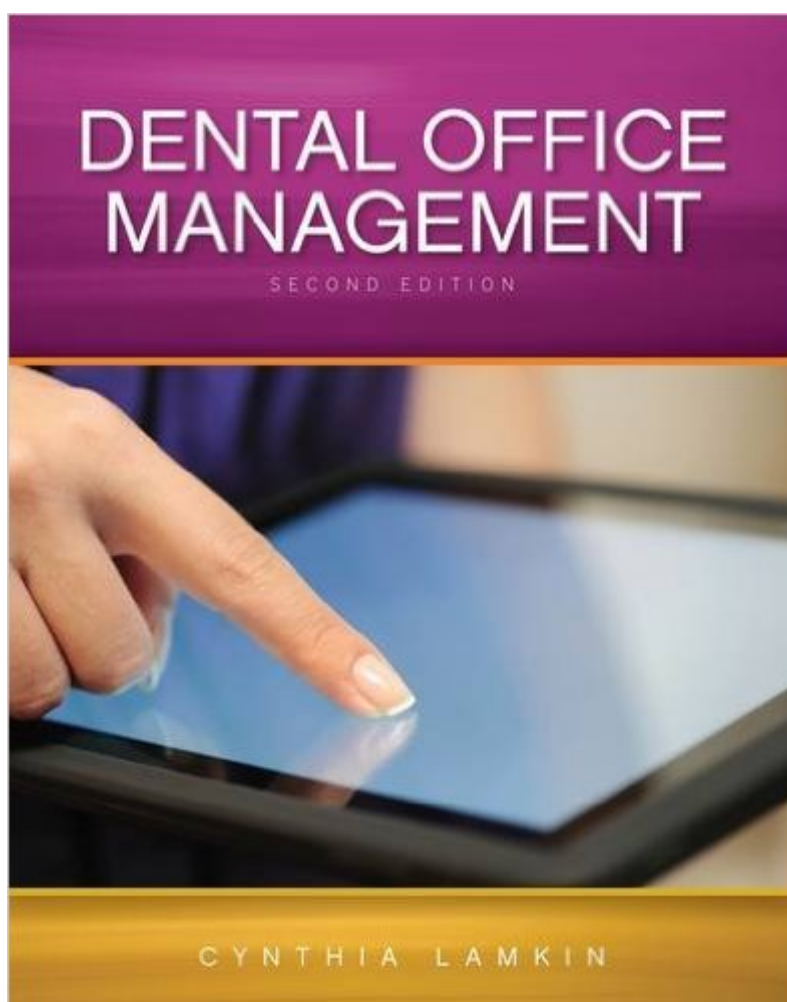


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Dental Office Management



Synopsis

Make a good first impression! The first dental professional a patient encounters is generally the front office staff. This interaction is key to promoting the practice and making the patient comfortable. DENTAL OFFICE MANAGEMENT 2E hones professionalism and improves efficiencies in managing the business aspects of dentistry. The various tasks associated with front office dental management are addressed in six sections: the business of dentistry, practice communications, clinical records management, business and financial records management, employment opportunities, and practice management software. Well-rounded and up-to-date with the latest technologies and trends, Dental Office Management is the only resource needed to achieve success in the dental office.

Book Information

Paperback: 496 pages

Publisher: Cengage Learning; 2 edition (January 21, 2014)

Language: English

ISBN-10: 113328311X

ISBN-13: 978-1133283119

Product Dimensions: 8.6 x 0.7 x 10.8 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

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