



Dental Office Receptionist

Course Overview

\$893

**60 Hours
In-Person**

Do you want a rewarding and challenging career? Do you like working in a team environment? Dental Office Reception could be a great job for you!

In this course, you will learn dental terminology and anatomy, telephone and customer etiquette, tooth identification and numbering, dental records management, dental insurance and billing procedures, appointment scheduling, and how to work with current dental fee guides.

Textbook

The Digital Textbook: Dental Office Administration, 2nd Edition 2021 (Baillargeon, S) can be purchased at the CNC Bookstore.

Prerequisites

Grade 10 or equivalent

Ready to Register?

Request for [Registration Online Form](#);
and/or [Sponsor an Employee Form](#)

FOR MORE INFORMATION:

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