

Dental Office Receptionist

Course Overview

Want a rewarding and challenging career in a dental office as a vital member of the team? Learn about the role of the Dental Office Receptionist. To include dental terminology and anatomy, telephone and customer etiquette, tooth identification and numbering, dental records management, dental insurance and billing procedures, appointment scheduling and working with current dental fee guides.

You will receive training on Power Practice software which will give you specialized and transferable skills. This course is offered in class as a face to face delivery as well as partly online.

Fees

\$859

Course Requirements

Grade 10 or equivalent.

Textbook

Dental Office Administration by Sandie Baillargeon, available through CNC's Bookstore.

Ready to Register?

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

FOR MORE INFORMATION:

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60 hours
Offered once:

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2021S CEDR 150 CI001

February 1 to April 7, 2021

Mon, Wed | 6:00 pm - 9:00 pm

Registration recommended by
January 25, 2021

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