

# 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 through an online synchronous format.

## 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](#); or Phone 250 561 5801

## FOR MORE INFORMATION:

P 250 561 5846

E [continuinged@cnc.bc.ca](mailto:continuinged@cnc.bc.ca)

[cnc.bc.ca/ce](http://cnc.bc.ca/ce)

**60 hours**  
**Offered once:**

- 2021S CEDR 150 WI001**  
 February 1 to April 7, 2021  
 Mon, Wed | 6:00 pm - 9:00 pm  
 Registration recommended by  
 January 25, 2021

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