



Dental Office Receptionist

Course Overview

\$859

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.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

Textbook:

Baillargeon, S: Dental Office Administration, 2nd Edition 2021

**60 hours
Offered once:**

1

2024S CEDR 150 101

January 24 - April 3, 2024

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

Registration recommended by
January 16, 2024

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

Ready to Register?

Request for Registration Online Form; and/or
Sponsor an Employee Form

FOR MORE INFORMATION:

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School of Access
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