



Dental Office Receptionist

Course Overview

\$876

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.

Prerequisites

Grade 10 or equivalent

60 Hours In-Person

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2025S CEDR 150 - 101

January 20 - March 31, 2025

Monday & Wednesday | 6:00pm - 9:00pm

Registration recommended by
January 3, 2025.

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
& Continuing Education