

COURSE SYLLABUS

Course Title:	Practice Management, Law & Ethics for the Dental Assistant		Date submitted:	May 2019 (AAC: 19-25)
Department:	Allied Health			
Curriculum:	Dental Assisting			
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101)	DAS*170	Prerequisites:	
	Course Type:	L/D	Matriculation in Dental Assisting	
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio			
	Elective Type:	G	Corequisites: None	
	AH: Art History E: English FA: Fine Arts G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science			
	Credit Hours:	2		
	Developmental: (yes/no)	no		
	Lecture:	2		
	Clinical:	0		
	Lab:	0		
Studio:	0			
Other:	0			
TOTAL:	2			
Class Maximum:	36	Other Requirements:		
Semesters Offered:	S	None		
Catalog Course Description:	Examination of current biomedical issues related to ethical decision making, employee rights and responsibilities, and standards related to dental practice management. The Connecticut State Dental Practice Act is compared with other practice acts in various states.			
Topical Outline: List course content in outline format.	1. Ethics and Jurisprudence 2. Dental Personnel/Team Management 3. Communication 4. Risk and Safety Management 5. Employment Strategies: career planning, resumes, interviewing, hiring, firing, wages, employment contracts 6. Record Management: practice, patient/client, financial, employee 7. Appointment Management: scheduling, continuing care 8. Financial Management: Accounts receivable and payable, insurance.			

	<ol style="list-style-type: none"> 9. Inventory 10. Technology in the dental practice
	<p>Upon successful completion of this course, the student will be able to do the following:</p> <ol style="list-style-type: none"> 1. prepare a personal resume and cover letter to initiate a successful job search for one's career plan 2. design an inventory control system for dental supplies 3. produce an effective appointment scheduling and continuing care/recall program that maximizes productivity and profitability; include discussion of implementation, verbal skills, and patient reactivation 4. demonstrate the ability to differentiate insurance codes and nomenclature used for dental services and complete an ADA claims form 5. identify and control ergonomic risk factors that apply to the dental business office 6. identify common payment, credit policies and collection procedures 7. explain the practitioner's ethical and legal responsibilities regarding patient/client, employee, and office records 8. demonstrate the ability to make informed responsible decisions 9. demonstrate the ability to effectively communicate personal, professional and client care needs to dental team members 10. recognize and respect rights and responsibilities of other including but not limited to patient/client rights, employee rights, and HIPAA <p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p><u>Dental Assisting Certificate Program:</u></p> <p>5. Technology Literacy- effectively uses technology to accomplish assigned tasks.</p> <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p>3. Ethical Dimensions - Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems.</p> <p>Demonstrates: Identifies and reflects critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> <p>Does Not Demonstrate: Does not sufficiently identify or reflect critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria:</p> <ol style="list-style-type: none"> 1. Exam 2. Classroom activities 3. Quizzes 4. Portfolio

Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.	Required: No special facilities are required Desired:
Textbook(s)	Beemsterboer, <u>Ethics and Law in Dental Hygiene</u> , Latest Edition Finkbeiner, <u>Practice Management for the Dental Team</u> , Latest Edition