



OA 1530

Dental Care and Third Party Billing

	TOPIC	CHAPTERS
1.	Basic Cleardent (Login, Main icons, Pt search, add pt, switch user)	
2.	Basic Cleardent (Review last day, Med hx and alerts)	
3.	Basic Cleardent (Review previous 2 days, To do List, Contact hx, Sticky Notes, Referrals)	
4.	Scheduler	
5.	Patient Ledger	
6.	Treatment Plans	
7.	Contract Billing	
8.	Letter Manager & Documents	
9.	Digital Imaging	
10.	Recalls	
11.	Electronic Charting	
12.	Lab Tracking, Inventory Manager, Staff Time Tracking, Kiosk Mode	
13.	Review – Mock entry	



DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE – OA1530 WINTER 2012
Dental Care and Third Party Billing

INSTRUCTOR: Cynthia Lovell, BSc, RDH

OFFICE: Not available

OFFICE HOURS: contact instructor to schedule an appointment

PHONE: 780-933-2026

E-MAIL: clovell@gprc.ab.ca

REQUIRED TEXT/RESOURCE MATERIALS:

No required materials

CALENDAR DESCRIPTION: This course covers the information required for dental office assistants to file Alberta Health Care billing, business functions related to the medical office, booking and scheduling, and different branches of dentistry and related specialties. This course will give students a full understanding of the job demands and essentials such as understanding Alberta's dental fee guides, codes, insurance company guidelines, billing procedures, and dental payment plans. Students will learn how to deal with estimates and general dental office procedures. A brief presentation on British Columbia and Northwest Territories billing guidelines will be included as required by the student population.

CREDIT/CONTACT HOURS:

Wednesdays – 13:00-15:20 Room A312

DELIVERY MODE(S): Lecture, Lab

OBJECTIVES:

Upon successful completion of this course, the student will be able to:

1. Utilize basic Cleardent functions such as logging in, entering patient information, searching for patients, medical histories, entering insurance information, using the to do list
2. Utilize management functions such as reports, backing up records, customizing the program, managing system users
3. Utilize the patient ledger and contract billing
4. Utilize the treatment plans
5. Utilize the scheduler
6. Utilize the recall system
7. Utilize the letter manager
8. Utilize the electronic charting
9. Utilize the digital imaging with respect to administrative functions
10. Utilize the inventory manager
11. Utilize lab tracking

***This course will be based through the Cleardent dental software program.

GRADING CRITERIA:

This course is CREDIT - NON CREDIT. Students must successfully complete the in-class 35 hour training to attain credit in the course.

***Attendance will be taken and greater than 2 missed classes may result in a non credit for the course.