



EFFECTIVE: SEPTEMBER 2003
CURRICULUM GUIDELINES

A. Division: **Instructional** **Effective Date:** **SEPTEMBER 2003**

B. Department / Program Area: **Health Sciences** **Revision** **New Course**

If Revision, Section(s) Revised: **F, M,N,**

Date of Previous Revision: **May 7, 1997**

Date of Current Revision: **August 25, 2003**

C: CHDA 1118 D: Reception Skills For Dental Assistants E: 1

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description:		
<p>This course will provide the learner with the knowledge, skills and values related to the fundamental principles of dental office management, focusing on basic dental reception procedures. The course will include the organization and management of client records, appointment scheduling, insurance claims, financial records and inventory control systems.</p>		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings	H: Course Prerequisites:	None
	I: Course Corequisites:	None
	J: Course for which this Course is a Prerequisite	CHDA 1217
	K: Maximum Class Size:	30
<p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Lecture/Practice Field Experience</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture/Practice: 15 per semester Field Experience: 5 per semester</p> <p>Number of Weeks per Semester: 15</p>		
L: PLEASE INDICATE:		
<input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer:		
SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

M: Course Objectives / Learning Outcomes

The learning outcomes are based on the Curriculum Guide 2001 Education of Certified Dental Assistants in British Columbia, developed for the Ministry of Advanced Education, Training and Technology and the Centre for Curriculum, Transfer and Technology, February, 2001.

Upon successful completion of CHDA 1118 the student will:

1. Manage client records
2. Schedule appointments
3. Complete insurance claims
4. Manage financial records
5. Manage inventory control system

N: Course Content:

1. **Manage client records**

Legal and ethical implications
 Personal, medical and dental histories
 Numbering systems
 Annotation
 Abbreviations
 Chart entries, manual and computerized
 Quality Assurance

2. **Schedule appointments**

Appointment entries, manual and computerized
 Guidelines for efficient appointment scheduling
 Confirmation of Appointments
 Daily schedules
 Preventive recall programs

3. **Complete insurance claims**

Dental insurance, terminology
 Claim forms preparation, paper/electronic
 Dental procedure codes
 Fee guides
 Legal and ethical implications

4. **Manage financial records**

Accounts receivable systems
 Maintain financial records
 Dental estimates
 Legal and ethical implications

5. **Manage inventory control systems**

Inventory systems
 Reorder point
 Guidelines for ordering dental supplies

<p>O: Methods of Instruction</p> <ol style="list-style-type: none"> 1. Lecture/Practice 2. Class Discussion/Seminar 3. Demonstration 4. Computer
<p>P: Textbooks and Materials to be Purchased by Students</p> <ul style="list-style-type: none"> • Torres, H.O., Ehrlich, A., Bird, D., & Dietz, E. Modern Dental Assisting (latest edition). Philadelphia: W.B. Saunders Co. • Wilkins, Esther M., Clinical Practice of the Dental Hygienist, (latest edition). Philadelphia: Lea and Febiger. • Same texts used in all courses of the Dental Assisting Program.
<p>Q: Means of Assessment</p> <p>Course evaluation is based on course objectives, and is consistent with Douglas College Evaluation Policies. An evaluation schedule is presented to the students at the beginning of the course.</p> <p>A minimum mark of 65% is required to be successful in the course.</p> <p>Outlines of evaluation may be subject to change.</p>
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>Yes</p>

 Course Designer(s)

 Education Council / Curriculum Committee Representative

 Dean / Director

 Registrar