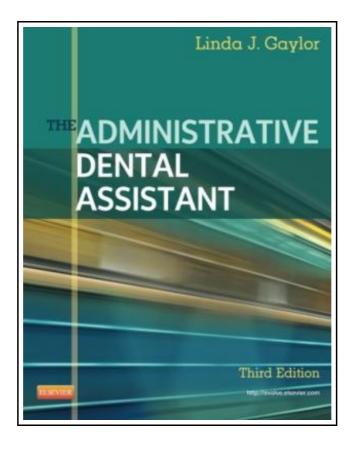
### The Administrative Dental Assistant, 3e



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### **Reviews**

Very helpful for all category of men and women. It is rally fascinating through studying period. It is extremely difficult to leave it before concluding, once you begin to read the book. (Prof. Asia King)

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Elsevier, 2012. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Stay on top of the latest industry advancements, technology, and skill sets with The Administrative Dental Assistant, 3rd Edition . This comprehensive textbook delivers all the latest information and skill practice you need to succeed in the paperless era: technology, forms, and equipment in use today; up-to-date coding information; HIPAA and OSHA guidelines; functions of the dental business office; communication and critical thinking exercises; and in-depth instruction for completing common tasks such as scheduling, bookkeeping, electronic record regulations and insurance coding. A companion workbook and online tools offer interactive games, identification exercises, daily task simulations, and practice management software to supplement your text learning, polish your skills, and prime you for a successful career in the modern dental office. Comprehensive coverage and interactive exercises teach you all the skills and content you need to succeed as an administrative dental assistant in today"s dental office. Trusted author Linda Gaylor lends years of experience as a practicing dental assistant, instructor of dental assisting, and curriculum director. Friendly, readable writing style presents need-to-know content in a way that is easy to grasp. Logical organization helps you build a solid foundation in the dental and administrative basics before moving on to more complex duties. HIPAA boxes keep you well-versed in the rules and regulations of the Health Insurance Portability and Accountability Act. Procedure boxes provide step-by-step instructions on a wide variety of dental office duties. Remember boxes summarize chapter content and call your attention to key points in ADA practice. Anatomy of images explain the idea or rationale behind common dental office equipment and administrative tasks. Patient file folder gives you experience with proper handling of confidential documents. Critical Thinking questions help you recall and relate information learned...

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