



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2018

OA1530A2 – Dental Care and Third Party Billing 1.5 (1.5-0-0) 22.5 Hours 15 Weeks

Friday 1:00 – 2:20 p.m. A312

INSTRUCTOR: Sheri Gervais

PHONE: TBA

OFFICE: E307

E-MAIL: sgervais@gprc.ab.ca

OFFICE

HOURS: Contact Instructor to schedule an appointment

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.

DELIVERY MODE(S): Lecture, Lab

PREREQUISITE(S)/COREQUISITE:

None.

REQUIRED TEXT/RESOURCE MATERIALS:

No required materials.

COURSE OBJECTIVES:

This course covers job demands and essentials such as understanding Alberta's dental fee guides, codes, insurance company guidelines, billing procedures, and dental payment plans. The course will cover how to deal with estimates and general dental care billing office procedures.

CREDIT/CONTACT HOURS:

2 credits 30 hours.

This course will run 2 hours each week for 15 weeks Friday A307

LEARNING OUTCOMES:

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

- ✔ Utilize basic Gold Dental software functions such as logging in, entering patient information, searching for patients, medical histories, entering insurance information, and using the to do list.
- ✔ Utilize management functions such as reports, backing up records, customizing the program, managing system users.
- ✔ Utilize the patient ledger and contract billing.
- ✔ Utilize the treatment plans.
- ✔ Utilize the scheduler.
- ✔ Utilize the recall system.
- ✔ Utilize the letter manager.
- ✔ Utilize the electronic charting.
- ✔ Utilize the digital imaging with respect to administrative functions.
- ✔ Utilize the inventory manager.
- ✔ Utilize lab tracking.
- ✔ Understand Alberta Dental Fee's guides and codes.
- ✔ Understand third party insurance company guidelines, billing procedures, and dental payment plans.
- ✔ Process estimates in accordance with professional dental office procedures.

TRANSFERABILITY:

This course is normally not transferable to universities. For further details see www.acat.gove.ab.ca.

GRADING CRITERIA:

This course is CREDIT – NON CREDIT. Students must successfully complete the in-class 30 hours training to attain credit in the course.

STUDENT RESPONSIBILITIES:

Refer to the College Policy on Student Rights and Responsibilities at www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Student Misconduct: Academic and Non-Academic Policy at www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at www.gprc.ab.ca/about/administration/policies/

COURSE SCHEDULE/TENTATIVE TIMELINE:

This course is scheduled for 1.5 hours two times each week to ensure students complete the curriculum in 5 weeks and fully prepare them for their dental office work experience placement.

Week	TOPIC
1	Intoduction to GOLD Dental software/ entering patient info
2	Adding insurance policys
3	Adding charges/payments
4	Editing payments/charges/balances
5	Project 1/ Scheduler/Entering appointments etc.
6	Review of scheduling/recalls/searches/lists
7	Project 2/ Charting cont.
8	Treatment planning/predeterminations
9	Day end/month end/ year end reports
10	Review
FINAL	Project 3