



**GRANDE PRAIRIE REGIONAL COLLEGE**  
**DEPARTMENT OF OFFICE ADMINISTRATION**  
**COURSE OUTLINE**

OA1530 Dental Care Billing (2) (1-0-1.5) 35 hours

|                      |                  |               |                        |
|----------------------|------------------|---------------|------------------------|
| <b>Instructor</b>    | Laura Boyd       | <b>Phone</b>  | Office: to be assigned |
| <b>Office</b>        | A311 Temporary   | <b>E-mail</b> | lboyd@gprc.ab.ca       |
| <b>Contact Hours</b> | M W F 1 – 2 p.m. |               |                        |

**Credit/Contact Hours:** 2 Credits 35 hours

**Delivery Mode(s):** Lecture, Lab, Blackboard Resources

**Description:**

This course covers the information required for medical office assistants to file Alberta Health Care billing, third party and direct billing, business functions related to the medical office, booking and scheduling, and a look at different branches of dentistry and related specialties. This course will give you a full understanding of the demands of the job and will be well-grounded in such essentials such as understanding Alberta's dental fee guides, codes, insurance company guidelines, billing procedures, and dental payment plans. You'll also learn how to deal with pre authorizations. A brief presentation on British Columbia and the Northwest Territories billing guidelines will also be included as required by the student population. Cleardent billing and scheduling software will be used.

**Course Objectives:**

*Upon successful completion of this course, the student will:*

Handle business monetary tasks in a dental office.

Understand double entry bookkeeping including accounts receivable, accounts payable, inventory, payroll and general journal.

File Alberta Health Care, third party, and direct billings.

Understand Alberta's dental fee guides, codes, insurance company guidelines, billing procedures and dental payment plans.

Use computerized dental office management software to:

- Print invoices for private billings
- Handle billings right from the appointment
- Generate Worker's Compensation Board Doctor's First Report and Progress Reports
- Generate Blue Cross Extended Health Benefits Claim forms
- Handle automobile insurance claims
- Track all billings, accounts receivable and payments
- Produce reports for:
  - claims to be submitted
  - submitted claims
  - outstanding claims
  - processed claims

**Grading Criteria:**

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

Grades will be assigned on the Letter Grading System.

**Course Schedule TO BE DEVELOPED**

| Week | Assigned Work   |
|------|---|
| 1    | February 22 - 25 – 22 Hours In-class training<br>8:30 a.m. – 3 p.m.<br>Room A312<br>Provided by Cleardent Special Trainer |