



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2016

OA1530A3 2 (1-0-1.5) 37.5 hours 15 Weeks 11 – 12:50 a.m. Friday A307

DENTAL CARE AND THIRD PARTY BILLING

INSTRUCTOR: Sheri Gervais

PHONE: TBA

OFFICE: E309

E-MAIL: sgervais@gprc.ab.ca

OFFICE

HOURS: Contact Instructor to schedule an appointment

CALENDAR DESCRIPTION:

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.

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	Basic Gold Dental (Login, main icons, pt search, add pt, switch user, med hx and alerts)
2	Basic Gold Dental (Review previous 2 days, To do list, Contact hx, Sticky notes, Referrals)
3	Scheduler
4	Patient Ledger
5	Treatment Plans
6	Contract Billing
7	Letter Manager & Documents Digital Imaging
8	Recalls
9	Electronic Charting
10	Lab Tracking, Inventory Manager, Staff Time Tracking, Kiosk Mode
FINAL	Review – Mock entry