



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – OA 1530 Winter 2014

Dental Care and Third Party Billing

INSTRUCTOR: Tammy Seath

PHONE: Not Available

OFFICE: Not Available

E-MAIL: tseath@gprc.ab.ca

OFFICE

HOURS: Contact Instructor to schedule an appointment

PREREQUISITE(S)/COREQUISITE:

REQUIRED TEXT/RESOURCE MATERIALS: No required materials

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.

CREDIT/CONTACT HOURS: Friday s – 10:00 to 12:00 Room A312

DELIVERY MODE(S): Lecture, Lab

OBJECTIVES:

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

1. Utilize basic Cleardent functions such as logging in, entering patient information, searching for patients, medical histories, entering insurance information, and using the to do list.
2. Utilize management functions such as reports, backing up records, customizing the program, managing system users.
3. Utilize the patient ledger and contract billing.
4. Utilize the treatment plans.
5. Utilize the scheduler.
6. Utilize the recall system.
7. Utilize the letter manager.
8. Utilize the electronic charting.
9. Utilize the digital imaging with respect to administrative functions.
10. Utilize the inventory manager.
11. Utilize lab tracking.

TRANSFERABILITY:

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

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

EXAMINATIONS: Not applicable

STUDENT RESPONSIBILITIES:

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

COURSE SCHEDULE/TENTATIVE TIMELINE:

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