



## Dental Procedures Dental Insurance and Billing

### Module Outline

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#### DESCRIPTION

Students are introduced to structures of the oral cavity and their functions, types of occlusion, tooth numbering methods, dental terminology and a variety of dental procedures as well as administrative functions of the dental office, including instruction on dental insurance.

#### HOURS OF INSTRUCTION

Approximately 100 hours

#### LEARNING OUTCOMES

Upon successful completion of this module, students will possess the knowledge to:

- Recognize greeting areas – your domain
- Recognize the differences between specialist and general-practice dental offices
- Understand and utilize dental terminology
- Describe a variety of dental procedures
- Define and identify deciduous and permanent dentitions
- Understand the eruption schedule for primary and permanent dentition
- Identify, name and describe the functions of all teeth within the dental arches
- Correctly identify teeth using Palmer's Notation, International and universal numbering system
- Understand dental charting
- Demonstrate proficiency in administration functions – scheduling, billing, insurance processing, account maintenance, communications and reports
- Schedule appropriate appointment time units with appropriate technicians for various procedures

#### METHOD OF STUDY

- Lecture
- Student textbook
- Quizzes/Exams

#### STUDENTS PROVIDE

- Note paper or binder
- Pens, Pencils, Erasers, Highlighters
- USB flash drive, if desired

#### IN CLASS MATERIALS

- Working models/Plastic skulls
- Oral hygiene items (proxabrush, toothbrush, toothpaste etc)
- Visual learning tools i.e. dentures, teeth

#### EVALUATION

Quizzes	30%
Final Exam + final	<u>70%</u>
	100%

\*Students must achieve a mark of 65% or better to successfully complete this module.