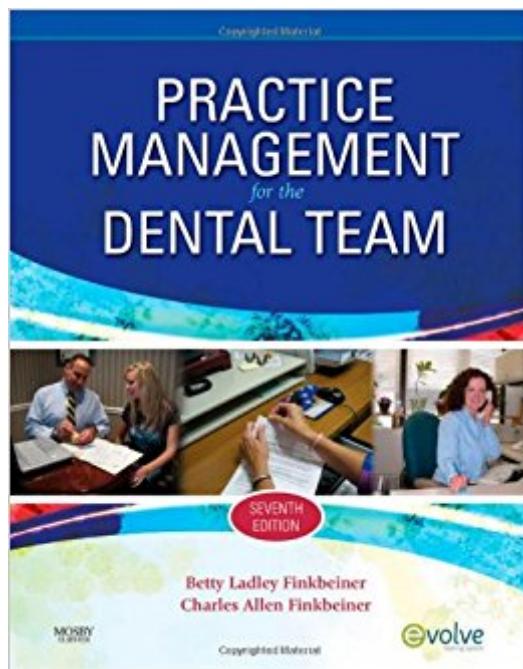


The book was found

# Practice Management For The Dental Team, 7e



## Synopsis

Learn the business skills you need to run a dental office! Not only is *Practice Management for the Dental Team* the most comprehensive dental practice management book on the market, it is also the only one that includes *EagleSoft* software exercises for a realistic office experience. This unique text provides step-by-step instructions for performing essential dental office skills, from managing patients to running the business. It covers all aspects of law and ethics, technology, communications, and business office systems. Spiral binding makes the book easy to use! All aspects of the business of managing a dental practice are covered, focusing on the functions generally performed by the administrative assistant but including information useful to dental assistants, dental hygienists, and other members of the dental team. A Patterson Dental *EagleSoft* CD-ROM (included with the workbook) provides you with valuable realistic practice experience with this widely used software program. Expert author Betty Ladley Finkbeiner is a leading authority in dental assisting education with many years of experience and many publications to her credit. Key terms are bolded and defined at the end of each chapter, putting new vocabulary at your fingertips. Summary tables and boxes make it easy to find key information. Practice Note boxes highlight and summarize important concepts. Chapter outlines and objectives introduce material and serve as checkpoints for reference or study. End-of-chapter learning activities include review questions and suggested activities for better comprehension of the material. Useful appendixes provide easy-to-find resources including a review of grammar to promote proper business communication, common medical abbreviations, and a listing of dental terminology. A NEW two-column format makes the book more compact and easier to read. A new focus on paperless technology and updated illustrations and photos of traditional paperwork keep you up to date with current practices. Expanded coverage of information security includes the latest on keeping communications secure within the office environment. Updated coverage of financial procedures includes information on electronic banking, record keeping, and tax forms. Evolve resources for students include online access to *EagleSoft* practice exercises that use actual screen shots to illustrate proper procedures and potential pitfalls, along with updates to content, working forms and templates, and crossword puzzles for vocabulary review. A workbook provides exercises using the practice management software, plus summaries of textbook content, learning objectives, practice questions and answers, critical thinking exercises, and Internet assignments. Sold separately.

## Book Information

Series: PRACTICE MANAGEMENT FOR THE DENTAL TEAM

Spiral-bound: 400 pages

Publisher: Mosby; 7 edition (March 26, 2010)

Language: English

ISBN-10: 0323065368

ISBN-13: 978-0323065368

Product Dimensions: 10.8 x 8.8 x 0.7 inches

Shipping Weight: 2.2 pounds

Average Customer Review: 3.5 out of 5 stars 17 customer reviews

Best Sellers Rank: #260,522 in Books (See Top 100 in Books) #16 in Books > Medical Books > Dentistry > Dental Office Practice #69 in Books > Textbooks > Medicine & Health Sciences > Administration & Policy > Practice Management & Reimbursement #80 in Books > Textbooks > Medicine & Health Sciences > Dentistry > General

## **Customer Reviews**

"Lends order to the administrative chaos and enables everyone to find easily the documents they need. An original overview of effective dental practice management." Le Dentiste, April 2011

Betty Ladley Finkbeiner, CDA, RDA, BS, MS, Chairperson, Dental Assisting Program, Washtenaw Community College, Ann Arbor, MI; Charles Allan Finkbeiner, BS, MS, Instructor, Business Division, Computer Information Systems Department, Washtenaw Community College, Ann Arbor, MI --This text refers to an out of print or unavailable edition of this title.

My school was charging \$90 for this book! I'm so thankful that it was available on . No issues with the program work at all.

Great book met my expectations followed the class curriculum as hoped, not to complex very good, and received it in less than two full days with prime for students, I recommend it!

This was for my daughter and she needed it quick. She is now done with her college and it was a great purchase.

the content seems to be mostly common sense. I can't believe it was a required text.

It was the right books and in good condition

Very good. Better then what they said.

Very helpful in class

Great quality

[Download to continue reading...](#)

Management: Take Charge of Your Team: Communication, Leadership, Coaching and Conflict Resolution (Team Motivation, Workplace Communications, Employee ... Team Management, Conflict Management) Personalized Guide to Computers and Your Dental Practice: Mosby's Dental Practice Management Series (Dental Practical Management) Infection Control and Management of Hazardous Materials for the Dental Team, 4e (INFECTION CONTROL & MGT/ HAZARDOUS MAT/ DENTAL TEAM ( MILLER)) Practice Management for the Dental Team, 8e Student Workbook for Practice Management for the Dental Team, 8e Practice Management for the Dental Team, 7e Student Workbook for Practice Management for the Dental Team, 7e The Insiders Guide To Hiring A World-Class Dental Team: A Revolutionary Approach To Recruiting, Hiring, Training, and Retaining, World-Class Dental Professionals Little and Falace's Dental Management of the Medically Compromised Patient, 8e (Little, Dental Management of the Medically Compromised Patient) Little and Falace's Dental Management of the Medically Compromised Patient, 7e (Little, Dental Management of the Medically Compromised Patient) Dental Management of the Medically Compromised Patient - E-Book (Little, Dental Management of the Medically Compromised Patient) Pillars of Dental Success Second Edition: Systems and Strategies to Streamline the Marketing and Management of the Modern Dental Practice Pillars of Dental Success: Systems and Strategies to Streamline the Marketing and Management of the Modern Dental Practice Local Anaesthesia and Pain Control in Dental Practice: Anaesthesia, Local, and Pain Control in Dental Practice How to Get New Dental Patients with the Power of the Web - Including the Exact Marketing Secrets One Practice Used to Reach \$5,000,000 in its First ... Internet Marketing for Your Dental Practice How to Get New Dental Patients with the Power of the Web - Including the Exact Secrets One Practice Used to Reach \$5M its First Year!: The Ultimate Guide ... Internet Marketing for Your Dental Practice Contemporary Periodontal Surgery: An Illustrated Guide to the Art Behind the Science (Quintessentials of Dental Practice 21/ Periodontology) (Quintessentials of Dental Practice 21/

Periodontology) Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists,

3e Dental Materials: Clinical Applications for Dental Assistants and Dental Hygienists, 2nd Edition

Dental Materials - E-Book: Clinical Applications for Dental Assistants and Dental Hygienists

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)