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dental assistants have to work as part of a team every day to provide patients with the best possible care and ensure that the dental office runs smoothly as an instructor you prepare students to have the skills and abilities they will need to be a successful part of this dental team

dental office administration is a comprehensive resource that details the responsibilities of the dental office professional providing practical communication techniques and tips for problem solving it also provides the necessary clinical background information every dental office professional needs for a successful practice hands on activities within the text require students to practice common tasks such as dental charting writing a memo or conducting a mock telephone call with another student a free bonus dvd rom for windows includes practice management software called dentrixg4 practice management to give students real world experience managing patient data and filing electronic claims a companion website includes the full text and a quiz bank

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a two volume comprehensive guide with information on obtaining scholastic grants scholarships and other financial resources to be used for educational expenses

a reference manual catering for all aspects of dental assisting it supports and is aligned to important australian government standards including the national competency standards part of the recently endorsed health training package

describes 250 occupations which cover approximately 107 million jobs

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jones bartlett learning s certification preparation for dental assisting prepares students for the certified dental assistant cda exam this review book follows the organization of the dental assisting national board inc danb exam outline and features a comprehensive outline format with integrated review questions for each subtopic a 320 question simulated exam is included in the text accompanying the book is a cd rom featuring all 480 questions from the text along with an additional 480 questions for a total of 960 dental assisting review questions study and test taking tips as well as rationales for each of the questions are included to help students prepare for the exam

if you are interested in a career in the dental assistants and hygienists the allied health field as it is often called you ve come to the right book so what exactly do these people do on the job day in and day out what kind of skills and educational background do you need to succeed in these fields how much can you expect

to make and what are the pros and cons of these various fields do these career paths have a bright future is this even the right career path for you how do you avoid burnout and deal with stress this book can help you answer these questions and more dental assistants and hygienists includes interviews with professionals in the field covers three main areas of this field that have proven to be stable lucrative and growing professions dental assistantsdental hygienistsdental technicians

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