

# DAT 121: Dental Office Procedures

This course is designed to address basic dental office procedures including appointment and recall systems, financial records, accounting procedures, insurance claims, filing systems, purchasing and inventory of supplies and equipment, and the utilization of computers to perform business office procedures. Emphasis is placed on the duties of a dental receptionist. Upon completion, students should be able to demonstrate proficiency in the area of dental office administrative procedures.

Credit Hours: 3

Lecture: 3

Lab: 0

Clinical/Practicum: 0

**Credits:** 3

**Prerequisites:**

DAT 111

DAT 112

DAT 113

DAT 116

**Co-Requisites:**

None