



# Practice Management for the Dental Team, 6e

*Betty Ladley Finkbeiner CDA Emeritus RDA BS MS, Charles Allan Finkbeiner BS MS*

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**Practice Management for the Dental Team, 6e** Betty Ladley Finkbeiner CDA Emeritus RDA BS MS, Charles Allan Finkbeiner BS MS

This complete procedures manual for management of the dental office details step-by-step instructions for performing essential front office skills. Changing technology, managed health care, and federal regulations continue to have an impact on the dental office. The sixth edition is completely updated to reflect a contemporary paperless office along with HIPAA regulations featured throughout. A new Case Studies feature has been added to each chapter to help students apply knowledge to true-to-life situations. A practice management CD-ROM from EagleSoft/Patterson Dental Supply is bound into each text.

- Includes the most recent guidelines from OSHA and OSAP.
  - EagleSoft front office software CD-ROM bound into every copy of the book.
  - Chapters on Appointment Management and Accounts Receivable include exercises related to the front office software.
  - Throughout the book, boxes highlight information and specialized terms that relate to specific topics.
  - Each chapter begins with a comprehensive list of objectives to be covered within the chapter.
  - Margin notes denote significant phrases to which the authors wish to draw the reader's attention.
  - Key terms are boldfaced on first mention in the text and are listed and defined in the alphabetical glossary at the back of the book.
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- HIPAA regulations incorporated throughout the text.
  - Content has been significantly updated to include the very latest technology being used in dental offices and to reflect a paperless dental office.
  - Case studies added to the end of chapters help students apply knowledge to working with true-to-life situations.
  - A new Evolve website for students includes bookkeeping/accounts receivable, appointment management, and charting exercises to give students an opportunity to gain experience with the software program and utilize front office skills.
  - A new Evolve teaching resources website for instructors includes learning objectives and key terms from the book, a Test Bank with rationales in ExamView, an image collection, working forms, and critical thinking activities for each chapter.

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