

# July 2010

## Dental Administration Calendar: Course 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 INTRODUCTION 8AM-12PM *Dental Administration Course 1 <b>Landmark Forum Intro.</b>
4	5	6 The Dental Team Legal & Ethical Issues and Responsibilities	7	8 Hazard Communication and Regulatory Agency Mandates The Dental Office Manager as Patient Relations Specialist	9	10 The Dental Team Legal & Ethical Issues and Responsibilities Hazard Communication and Regulatory Agency Mandates The Dental Office Manager as Patient Relations Specialist
11	12	13 Business Office Equipment: Hub of the Practice Supply Ordering and Inventory Control	14	15 Dental Nomenclature and Related Terminology	16	17 Business Office Equipment: Hub of the Practice Supply Ordering and Inventory Control Dental Nomenclature and Related Terminology
18	19	20 Charting the Oral Cavity	21	22 Patient Records, Diagnosis, and Treatment Planning	23	24 <b>Pioneer Day</b> <b>NO CLASS</b>
25	26	27 Scheduling to Optimize Practice Efficiency	28	29 Managing Accounts Receivable	30	31 Charting the Oral Cavity Patient Records, Diagnosis, and Treatment Planning

# August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Managing Accounts Payable	4	5 Marketing the Practice; Practice Communications	6 <b>Landmark Forum</b>	7 <b>Landmark Forum</b>
8 <b>Landmark Forum</b>	9	10 <b>Landmark Forum</b>	11	12 Introduction to Dentrix Family File <b>Midterm</b>	13	14 Scheduling to Optimize Practice Efficiency Managing Accounts Receivable Managing Accounts Payable
15	16	17 Appointment Book Scheduling	18	19 Ledger	20	21 Marketing the Practice Practice Communications <b>Midterm</b>
22	23	24 Ledger	25	26 Billing/Appointment Book Insurance Claims	27	28 Introduction to Dentrix Family File Appointment Book Scheduling Ledger
29	30	31 Billing/Appointment Book Insurance Claims				

# September 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Billing, Ledger	3	4 Billing/Appointment Book Insurance Claims
5	6	7 Billing, Ledger	8	9 Collections	10	11 Billing/Appointment Book Insurance Claims Billing, Ledger
12	13	14 Collections	15	16 Employment Opportunities Communication	17	18 Collections Employment Opportunities Communication
19	20	21	22	23 Final	24	25 Final
26	27	28	29	30		