

September 2010

Dental Administration Calendar: Course 3 (Fall)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labor Day	7	8 INTRODUCTION 6PM-10PM Landmark Forum Intro.	9	10	11 INTRODUCTION 8AM-12PM Landmark Forum Intro.
12	13 The Dental Team Legal & Ethical Issues and Responsibilities	14	15 Hazard Communication and Regulatory Agency Mandates The Dental Office Manager as Patient Relations Specialist	16	17	18 The Dental Team Legal & Ethical Issues and Responsibilities Hazard Communication and Regulatory Agency Mandates The Dental Office Manager as Patient Relations Specialist
19	20 Business Office Equipment: Hub of the Practice Supply Ordering and Inventory Control	21	22 Dental Nomenclature and Related Terminology	23	24	25 Business Office Equipment: Hub of the Practice Supply Ordering and Inventory Control Dental Nomenclature and Related Terminology
26	27 Charting the Oral Cavity	28	29 Patient Records, Diagnosis, and Treatment Planning	30		

October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Charting the Oral Cavity Patient Records, Diagnosis, and Treatment Planning
3	4 Scheduling to Optimize Practice Efficiency	5	6 Managing Accounts Receivable	7	8	9 Scheduling to Optimize Practice Efficiency Managing Accounts Receivable
10	11 Managing Accounts Payable	12	13 Marketing the Practice; Printed Communications	14	15	16 Managing Accounts Payable Marketing the Practice Printed Communications
17	18 Introduction to Dentrix Family File	19	20 Appointment Book Scheduling Midterm	21	22	23 Introduction to Dentrix Family File Appointment Book Scheduling Midterm
24	25 Ledger	26	27 Billing/Appointment Book Insurance Claims	28	29	30 Ledger Billing/Appointment Book Insurance Claims
31 Halloween						

November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Billing, Ledger	2	3 Billing, Ledger	4	5 Landmark Forum	6 Landmark Forum
7 Landmark Forum	8 Collections	9 Landmark Forum	10 Collections	11	12	13 Billing, Ledger
14	15 Employment Opportunities Communication	16	17 Employment Opportunities Communication	18	19	20 Collections
21	22 Make-up/Review (M/W Class)	23	24 No Class: Thanksgiving Holiday	25 Thanksgiving	26	27 No Class: Thanksgiving Holiday
28	29 Final Exam	30				

December 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Employment Opportunities Communication
5	6	7	8 Make-up/Review (Saturday Class)	9	10	11 Final Exam
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Christmas
26	27	28	29	30	31	