

Dental Assistant Research Paper

Access to oral health care is essential to promoting and maintaining overall health and well-being, yet only half of the population visits a dentist each year. Poor and minority children are less likely to have access to oral health care than are their nonpoor and nonminority peers. Older adults, people who live in rural areas, and disabled individuals, uniformly confront access barriers, regardless of their financial resources. The consequences of these disparities in access to oral health care can lead to a number of conditions including malnutrition, childhood speech problems, infections, diabetes, heart disease, and premature births. Improving Access to Oral Health Care for Vulnerable and Underserved Populations examines the scope and consequences of inadequate access to oral health services in the United States and recommends ways to combat the economic, structural, geographic, and cultural factors that prevent access to regular, quality care. The report suggests changing funding and reimbursement for dental care; expanding the oral health work force by training doctors, nurses, and other nondental professionals to recognize risk for oral diseases; and revamping regulatory, educational, and administrative practices. It also recommends changes to incorporate oral health care into overall health care. These recommendations support the creation of a diverse workforce that is competent, compensated, and authorized to serve vulnerable and underserved populations across the life cycle. The recommendations provided in Improving Access to Oral Health Care for Vulnerable and Underserved Populations will help direct the efforts of federal, state, and local government agencies; policy makers; health professionals in all fields; private and public health organizations; licensing and accreditation bodies; educational institutions; health care researchers; and philanthropic and advocacy organizations.

Easily master all aspects of dental assisting with the most up-to-date and most trusted text available. For more than 40 years, students and practitioners alike have relied on Modern Dental Assisting for its cutting-edge content, easy-to-grasp writing style, step-by-step procedures, and top-notch visuals. And the new 13th edition is no exception. With updated content — including the latest technological advancements, clinical photographs, and new coverage on cultural diversity and how it relates to patient care — this new edition will guide you from your first day of class all the way to your first job in dental assisting. UNIQUE! Trusted expert authors Doni Bird and Debbie Robinson present information and procedures in a way that makes it easy for students to understand and apply the material. Comprehensive, cutting-edge content is presented in approachable writing style. Step-by-step procedures for general and expanded functions use color coding and clinical photos to demonstrate key dental assisting competencies. 70 procedural videos include questions and answers correlated to the chapter procedures with closed-captioning in English and Spanish and audio narration in English. UNIQUE! Interactive Dental Office program provides in-depth case studies integrated with periodontal charting, radiographic mounting, and more. Dentrix practice management software on Evolve enables students to work with patient data much like they will in the office environment. Recall and Critical Thinking questions in each chapter provide opportunities for practice and application. Feature boxes on infection control and CDC practice, patient education, and law and ethics summarize recommendations and key applications in practice. Key terminology list helps students better comprehend the chapter and how the information applies to dentistry practice. Learning and performance outcomes set goals for what students will accomplish and serve as checkpoints for comprehension and skills mastery. NEW! Information on cultural diversity grounds students in this important topic and how it relates to patient care and patient communication. UPDATED! art program provides vivid original renderings of dental anatomy tooth morphology and dental imaging, along with improved photos of the latest products, equipment, and instruments. NEW! Coverage of the latest advances in general and specialty dental care covers technological advancements, public health and access to care, teledentistry, infection control guidelines, the Zika virus, Ebola, the oral-systemic health connection, and more. NEW! Updated critical thinking and recall questions challenge students and provide recollection skills.

Considers H.R. 199, H.R. 202 and numerous related bills, to establish the number of hospital beds and domiciliary beds to be operated in VA hospitals and to limit new construction and alteration of veterans hospitals. Also considers H. Res. 148 and similar resolutions requesting VA to postpone planned closing of certain veterans hospitals and domiciliaries until after committee hearings and report. a. Descriptions of facilities to be closed (p. 134-232). b. "Veterans in Domiciliaries: A Profile Study," Feb. 15, 1961 (p. 233-359). c. "Disposition of Claims by VA Regional Offices," Oct. 1962, Apr., Oct. 1963, and Apr. 1964 (p. 439-628). VA submitted background information included.

Six dental schools have closed in the last decade and others are in jeopardy. Facing this uncertainty about the status of dental education and the continued tension between educators and practitioners, leaders in the profession have recognized the need for purpose and direction. This comprehensive volume--the first to cover the education, research, and patient care missions of dental schools--offers specific recommendations on oral health assessment, access to dental care, dental school curricula, financing for education, research priorities, examinations and licensing, workforce planning, and other key areas. Well organized and accessible, the book Recaps the evolution of dental practice and education. Reviews key indicators of oral health status, outlines oral health goals, and discusses implications for education. Addresses major curriculum concerns. Examines health services that dental schools provide to patients and communities. Looks at faculty and student involvement in research. Explores the relationship of dental education to the university, the dental profession, and society at large. Accreditation, the dental workforce, and other critical policy issues are highlighted as well. Of greatest interest to deans, faculty, administrators, and students at dental schools, as well as to academic health centers and universities, this book also will be informative for health policymakers, dental professionals, and dental researchers.

Popular and trusted, DENTAL ASSISTING: A COMPREHENSIVE APPROACH, 5th Edition is the all-in-one learning tool that prepares you for an exciting career in dental assisting! Packed with skills-based features, this book helps you master dental practices and procedures, equipment, patient safety, and even advanced clinical competencies. Chapter features offer key terms and pronunciations, Q & A, chapter summaries, case studies, and practice exercises -- all designed to help you learn and think on your feet. Also available, digital learning tools from MindTap incorporates videos, real-life case studies, dynamic review materials, and apps to let you learn according to your own style. Time tested and proven, DENTAL ASSISTING: A COMPREHENSIVE APPROACH, 5th Edition is the comprehensive resource you can rely on for success throughout your career. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

One of the most successful textbooks in pediatric dentistry, this expert resource provides superior, comprehensive coverage of oral care for infants, children, teenagers, and medically compromised individuals. Thoroughly revised material offers the most up-to-date diagnostic and treatment recommendations based on current research, literature, and clinical experience. Now in its 8th edition, this classic text continues to offer in-depth coverage of all areas relevant to the contemporary science and practice of pediatric dentistry. Discussions of theories related to molecular biology of the eruption of teeth explain problems related to dental eruption and insight into future methods for their resolution. Incorporates the American Cleft Palate - Craniofacial Association guidelines for the most recent advances in treatment of cleft lip and palate. Follows academy-approved guidelines for the use of anesthetics in the treatment of the child patient as well as outpatient vs. in-patient procedures. Provides an overview of practice management including patient scheduling, insurance, and third party plans. Includes dentists' guide for documenting and reporting child abuse and neglect. Provides valuable information on cavity varnish, mercury toxicity, and glass ionomer cements. Provides indications for the use of implants to replace teeth (congenitally missing or lost as a result of trauma) in pediatric patients. An updated chapter on nutrition and health shows how food choices and patterns of eating initiated in childhood affect oral health and overall well-being at every stage of life. An increased emphasis on the genetic influence of root resorption associated with orthodontic treatment explores this hot topic. Coverage of new restorative materials examines their use in everyday clinical restorative practice. New coverage of tooth whitening for children and its indications responds to the growing popularity of cosmetic tooth whitening for people of all ages. An updated radiography chapter provides thorough information on digital radiography in children's dentistry. Increased emphasis on Early Childhood Caries and the Alternative Restorative Technique (ART) - a technique used to restore defective or carious teeth with minimal cavity preparation followed by placement of a fluoride-releasing material - reflects the American Academy of Pediatric Dentistry's position on ART. The chapter on anxiety control and pain/analgesics includes specific dosage recommendations for managing anxious or fearful patients. The updated pharmacologic management chapter includes the latest information on sedation techniques in children. The updated trauma chapter includes new splinting recommendations for root fractures and the new Titanium Trauma Splint, cross-referenced to the International Association of Dental Traumatology Diagnostic and Treatment Guidelines, and categories for treatment of avulsed teeth. A new section on the dental management of patients with sickle cell anemia offers the most current information for treating children with disabilities as well as medically compromised patients. Revised illustrations help readers see techniques in a modern dental office setting.

Dental hygienists and dental assistants need to be aware of current accepted legal processes related to such issues as infection control, insurance, malpractice, liability, and negligence. **LEGAL AND ETHICAL CONSIDERATIONS FOR DENTAL HYGIENISTS AND ASSISTANTS** provides them with strong theoretical and philosophical information concerning the legal, ethical, and management dilemmas that face the entire dental health team. Real-life examples with expert commentary and follow-up questions illustrate legal situations the dental hygienist or assistant may face. a consistent format for the most effective learning. Contains a case study at the beginning of each section to draw the student into a real-life situation that the hygienist or assistant could be faced with. Provides case study questions to stimulate students interest and promote greater discussion and understanding of difficult concepts. Includes a series of responses from experts in the field, providing a look at the cases through the eyes of professionals. Provides immediate clarification of vital legal terminology with Glossary terms and their definitions in the margins. Features author response to the case study, and answers to case study questions at the end of each section, so students can review vital information from the chapters and be sure theyve applied the information correctly to the case study questions. Includes key words at the beginning of each chapter, so students can familiarize themselves with important legal terminology. Contains learning objectives at the beginning of each chapter to highlight important concepts the students need to comprehend. Provides a comprehensive glossary for students learning vital legal terminology.

This book explores the affordances of disciplinary corpora for the teaching and learning of the language of dentistry, within the field of English for Specific Academic Purposes (ESAP). We extract disciplinary register features and vocabulary from three key genres of the dentistry discipline (published experimental research articles, case reports, and novice/professional research reports within the Dental Public Health domain), before integrating these features into ESAP pedagogy in the form of corpus-based ESAP materials that promote student-led direct engagement with disciplinary corpora – an approach known as 'data-driven learning'. This book is a timely and relevant addition to the field of corpus linguistics and ESAP, and is especially targeted at ESAP professionals who are required to teach disciplinary discourses but who may struggle to know what to teach as non-experts of the target discipline.

Welcome to the Fourth Edition of an established, widely utilized, and reliable resource in dental assisting! As a dental assistant, you will be expected to take on an increasing number of clinical and administrative responsibilities to stay competitive. **DENTAL ASSISTING: A COMPREHENSIVE APPROACH** delivers inclusive coverage of the basic and advanced clinical skills you need to master. This complete learning system includes the most current information on leading dental practices/procedures, equipment, and patient safety standards, as well as, incorporates animation, video, step-by-step photo illustrations, real-life case studies, and dynamic review materials. Quite simply, this best-seller is a trusted resource for any dental assistant preparing for a successful career in the field. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Learn the business skills you need to run a dental office! **Practice Management for the Dental Team, 8th Edition**, is comprehensive one-stop resource for dental practice management and the only one that includes EagleSoft practice management software screen shots and exercises for a realistic office experience. This unique text provides practical information on a wide range of dental office skills, from managing patients to running the business. The 8th Edition covers changes in technology in the dental office, including the electronic health record (EHR); telecommunications; appointment scheduling and tracking, and dental office accounting and financial management. **UNIQUE!** Patterson Dental EagleSoft practice management content includes screen shots and original exercises that equip you with valuable realistic practice experience. Comprehensive coverage on the business of managing a dental practice provides vital information to ensure the

success of any dental practice. Key terminology defined in the chapter's glossary and called out in boldface color within chapter discussions helps you understand dental practice and clinical dentistry terminology essential to the success of any team member. Learning Activities and Practice Notes encourage you to apply the content to realistic office situations and convey important tips and advice. Learning outcomes at the beginning of each chapter frame the content and serve as checkpoints for comprehension and study. Summary tables and boxes provide easy-to-read summaries of text discussions that support visual learners and serve as useful review and study tools. Expert author Betty Ladley Finkbeiner imparts knowledge and advice from her years of experience and wide reach in practice and education. Bibliographical citations direct you to targeted sources of information where additional dental-related information can be located. Appendixes provide supplemental information for quick and handy office reference. Ancillary content supplements the core text presentations, providing opportunities for practice and study. NEW and UPDATED! Electronic health record (EHR) content addresses the changes in technology related to the paperless dental office, telecommunications, appointment management, and financial systems to help you become compliant with EHR federal mandates. NEW! Practice quizzes for each chapter on the Evolve website help you test comprehension and prepare for classroom and board exams. NEW! Artwork focuses on new equipment and technology, specifically the paperless dental office. This volume addresses concerns about the impact of current systems for the management of research ethics in the social sciences. Many procedures in place are seen as inappropriate as they were originally designed for use in biomedical research. The content identifies areas of 'common ground', core ethics principles and areas of particular concern.

Includes Practice Test Questions Secrets of the Radiation Health and Safety Exam helps you ace the Radiation Health and Safety Exam, without weeks and months of endless studying. Our comprehensive Secrets of the Radiation Health and Safety Exam study guide is written by our exam experts, who painstakingly researched every topic and concept that you need to know to ace your test. Our original research reveals specific weaknesses that you can exploit to increase your exam score more than you've ever imagined. Secrets of the Radiation Health and Safety Exam includes: The 5 Secret Keys to DANB Exam Success: Time is Your Greatest Enemy, Guessing is Not Guesswork, Practice Smarter, Not Harder, Prepare, Don't Procrastinate, Test Yourself; A comprehensive General Strategy review including: Make Predictions, Answer the Question, Benchmark, Valid Information, Avoid Fact Traps, Milk the Question, The Trap of Familiarity, Eliminate Answers, Tough Questions, Brainstorm, Read Carefully, Face Value, Prefixes, Hedge Phrases, Switchback Words, New Information, Time Management, Contextual Clues, Don't Panic, Pace Yourself, Answer Selection, Check Your Work, Beware of Directly Quoted Answers, Slang, Extreme Statements, Answer Choice Families; A comprehensive Radiation Health and Safety review including: Radiographic Findings, Bitewing Radiographs, Periapical Radiographs, Panoramic Radiographs, Bisect-the-Angle Technique, Sizes of Film, Anatomical Landmarks, Radiolucent, Intensifying Screens, Lateral Skull Projection, X-ray Measurement, Personnel Monitoring, Shadow Casting, Automatic Processing, Inverse Square Law, Roentgen, Tissue Sensitivity, ALARA, Dosimeter, Composition of Film, Fixing, Emulsion Defects, Mounting Radiographs, and much more...

Focusing on the core clinical skills and knowledge necessary to become a practicing dental assistant, Essentials of Dental Assisting, 6th Edition, is the perfect resource to help you succeed in this fast-paced program. Fully updated to include the latest procedures and trends, this practice resource has been specifically designed and written to help you easily grasp the most important information. Plus, with its vivid step-by-step procedures, practical application exercises, learning aids, and built-in study tools, you'll have the everything you need to master the essential skills and start a successful and rewarding career as a dental assistant! Focus on Clinical Dental Assisting provides essential information on core skills and procedures. Cutting-edge content and approachable writing style ensure that you learn to perform the most up-to-date practices. Easy-to-follow organization offers 29 succinct chapters that move from profession basics and sciences to infection control, chair-side treatment foundations, and patient care in general and specific dentistry. Step-by-step procedures of skills dental assistants must master feature a consistent format that includes a goal, equipment, chronological steps, and rationales, supplemented liberally with photos to reinforce explanations and icons to identify key issues. Exam practice includes review questions at the end of each chapter and a practice exam online to help you test your understanding of chapter content and prepare for classroom and board exams. Apply Your Knowledge boxes encourage you to assimilate the chapter content and apply it to common situations in the practice setting. Ethical Implications at the end of each chapter's narrative encourage students to focus on the legal and ethical behaviors they will need to practice to protect themselves, their patients, and the practices for which they work. Key terminology begins each chapter and is highlighted within text discussions. Learning objectives help you set goals for accomplishment and also serve as checkpoints for comprehension. NEW! Updated chapter discussions provide additional information on dynamic areas such as the electronic health record, impact of the Affordable Care Act (ACA), preventive techniques, and the new hazard communication standard. NEW! Revised photos and illustrations feature more modern illustrations and newer products and equipment. NEW! 10 new and 20 revised video clips feature significant changes in the dental imaging and dental materials sections of the comprehensive video collection – now with 70 video clips in total.

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. As a publisher, we play a role on this team as well, by providing the tools and materials you need to educate new dental assistants. We have actively listened to dental assistants, faculty, and students discuss their textbook needs, and have created a better dental assisting textbook, one that brings the voice of the dental assistant and dental team to the resources used in your classroom. And so, we're excited to introduce you to Comprehensive Dental Assisting, Enhanced Edition, an exciting first edition textbook written in the voice of dental assistants - your voice. Comprehensive Dental Assisting, Enhanced Edition is an exciting, first-edition textbook based on our collaboration with professionals and educators in the dental assisting field to address the challenges you face as an instructor. This engaging, comprehensive title delivers all of the coverage you and your students need, information on accreditation and certification, and all the tools students need to prepare for a successful career in dental assisting. The text's reader-friendly and engaging style, dynamic colorful design, and comprehensive electronic media help to maintain students' interest, while improving their retention of essential information. Unique features emphasize critical thinking and help students apply what they learn in the classroom to real-world challenges in their careers. This text includes several distinctive features to help maintain interest and engage students more deeply in the learning process.

With this hands-on resource, you will learn the most current methods of placing -- or assisting in the placement -- of dental materials, and how to instruct patients in their maintenance. Dental Materials uses step-by-step procedures to show how to mix, use, and apply dental materials within the context of the patient's course of treatment. Expert authors Carol Hatrick, W. Stephan Eakle, and William F. Bird enhance this edition with four new chapters, along with coverage of newly approved materials and esthetic tools including the latest advances in bleaching and bonding. A new companion Evolve website lets you practice skills with challenging exercises! Procedure boxes include step-by-step instructions for common tasks. Procedural icons indicate

specific guidelines or precautions that need to be followed for each procedure. End-of-chapter review questions help you assess your retention of material, with answers provided in an appendix. End-of-chapter case-based discussions provide a real-life application of material covered in the chapter. Clinical tips and precautions emphasize important information, advice, and warnings on the use of materials. Key terms are defined at the beginning of each chapter, bolded within the chapter, and defined in the glossary. Objectives help you focus on the information to gain from each chapter. Introductions provide an overview of what will be discussed in each chapter. Summary tables and boxes make it easy to find and review key concepts and information. Full-color photos and illustrations show dental materials and demonstrate step-by-step procedures, including new clinical photos of bleaching and bonding. New Dental Ceramics chapter addresses the growth in esthetic dentistry by discussing porcelain crowns, inlays, and veneers and the process of selecting the proper shade. New Dental Amalgam chapter discusses the use of metal - still the most commonly used material in restorative and corrective dentistry. New Casting Alloys, Solders, and Wrought Metal Alloys chapter breaks down specific types of combination metals and the procedures in which they are used. New Dental Implants chapter covers several different types of implants as well as how to instruct patients on hygiene and home care of their implant(s). The Materials Handling section reflects the new Infection Control Environment (ICE) standards and all approved ADA methods for the disposal of surplus materials. A companion Evolve website includes exercises to help you identify images and master procedures, plus competency skill sheets to assess your understanding.

This book provides essential knowledge for creating treatment plans for adult dental patients. Treatment planning strategies are presented to help with balancing the ideal with the practical, with emphasis placed on the central role of the patient — whose needs should drive the treatment planning process. The focus is on planning of treatment, not on the comprehensive details of every treatment modality in dentistry. CD-ROM bound into book presents five cases of varying difficulty with interactive exercises that allow users to plan treatment. What's the Evidence? boxes link clinical decision-making and treatment planning strategies to current research. In Clinical Practice boxes highlight specific clinical situations faced by the general dentist. Review Questions and Suggested Projects, located at the end of each chapter, summarize and reinforce important concepts presented in the book. Key Terms and Glossary highlights the terms that are most important to the reader. Suggested Readings lists included at the end of most chapters provide supplemental resources. Chapter on Treatment Planning for Smokers and Patients with Oral Cancer addresses the dentist's role in managing patients with oral cancer, recognizing oral cancer and differential diagnosis of oral lesions, planning treatment for patients undergoing cancer therapy, and smoking cessation strategies. Chapter on Treatment Planning for the Special Care/Special Needs Patient examines the role of the general dentist in the management of patients with a variety of conditions including physical handicaps, mental handicaps, head trauma, hemophilia, and patients' needs before, during, or after major surgery. Chapter on Treatment Planning for the Alcohol and Substance Abuser discusses the challenges of treating this patient population, as well as how to recognize the problem, delivery of care, scope of treatment, and behavioral/compliance issues. Expanded content on Ethical and Legal Issues in Treatment Planning reflects new accreditation guidelines. Dental Team Focus boxes highlight the relevance of chapter content to the dental team. Ethics Topics boxes emphasize the ethical topics found within each chapter. International Tooth Numbering is listed alongside the U.S. tooth numbers in examples and illustrations. Prime yourself for a successful career in the modern dental office with *The Administrative Dental Assistant, 4th Edition*. As it walks through the functions of today's dental business office, you'll learn how to master critical thinking, effective communication, and common tasks such as scheduling, patient records, and insurance processing along the way. This new edition also boasts a variety of new features, including: expanded information on the electronic health record (EHR) and the paperless dental office; professional tips and insights; the most recent HIPAA and OSHA guidelines; important soft skills, including Career-Ready Practice exercises; and all the latest technology, equipment, and procedures in use today. Paired with its companion workbook and online learning tools, *The Administrative Dental Assistant* is the sure fire way to keep you on top of this ever-changing profession. Comprehensive coverage provides everything you need to know to manage today's dental office. Approachable writing style presents need-to-know content in a way that is easy to grasp, regardless of your reading level or setting. Trusted author Linda Gaylor lends years of experience as a practicing dental assistant, instructor of dental assisting, and curriculum director. Procedure boxes provide step-by-step instructions on a wide variety of dental office duties. HIPAA boxes keep you well-versed in the key concepts and applications of the Health Insurance Portability and Accountability Act. Anatomy of... images with annotated text break down common dental office equipment, forms, and administrative to further comprehension. What Would You Do? boxes present common situations you may face in the work place. Patient file folder with examples of both electronic and paper clinical forms and records provides you experience working with confidential documents. Art program showcases images of electronic and traditional paperwork, actual offices, equipment and technology to help reinforce the text. Bolded vocabulary terms and glossary give you a foundation for effective office communication. Key points allow you to ensure that you have grasped key content before graduating to the next chapter. Dental office simulation tool on the Evolve companion website allows you to practice many of the typical office functions in a realistic virtual environment. Did You Know? boxes feature snippets of helpful background information to context or rationales to office processes and procedures. Food for Thought boxes highlight key concepts and call readers' attention to various ways the concepts are used in everyday life.

First multi-year cumulation covers six years: 1965-70.

An indispensable companion to the 2nd edition of *The Administrative Dental Assistant*, this workbook combines the key objectives and content of the textbook with challenging exercises, putting the information into a practical context. These exercises also work in conjunction with the tasks presented in the companion CD-ROM, making the *Administrative Dental Assistant* an even more accurate representation of the challenges that administrative dental assistants will encounter on the job. This new edition includes an interactive demo CD from leading software provider Dentrix. An interactive, networkable demo CD from Dentrix is included, allowing students to access Dentrix's leading practice management software to perform administrative dental assistant tasks exactly as they would be performed by professionals. Introductory paragraphs in every chapter outline content revisions and changes in the field, along with instructions for using corresponding elements of the Dentrix software. New and revised exercises include short answer, multiple choice, matching, fill in the blank, labeling, and fill-in form exercises drawing on the most current information as presented in the textbook. More than 100 new or colorized images reinforce key points and provide examples of important topics and procedures. Chapter objectives set learning goals for each chapter. Puzzles include crossword, word search, and word scramble puzzles for every chapter, challenging retention of key terms and concepts. Illustrations, charts, and graphs are based on corresponding chapters in the textbook, and reinforce the link between learning and real-world application. Prime yourself for a successful career in the modern dental office with *The Administrative Dental Assistant, 4th Edition*. As it walks through the functions of today's dental business office, you'll learn how to master critical thinking, effective communication, and common tasks such as scheduling, patient records, and insurance processing along the way. This new edition also boasts a variety of new features, including: expanded information on the electronic health record (EHR) and the paperless dental office; professional tips and insights; the most recent HIPAA and OSHA guidelines; important soft skills, including Career-Ready Practice exercises; and all the latest technology, equipment, and

procedures in use today. Paired with its companion workbook and online learning tools, The Administrative Dental Assistant is the sure fire way to keep you on top of this ever-changing profession. Comprehensive coverage provides everything you need to know to manage today's dental office. Approachable writing style presents need-to-know content in a way that is easy to grasp, regardless of your reading level or setting. Trusted author Linda Gaylor lends years of experience as a practicing dental assistant, instructor of dental assisting, and curriculum director. "Procedure" boxes provide step-by-step instructions on a wide variety of dental office duties. HIPAA boxes keep you well-versed in the key concepts and applications of the Health Insurance Portability and Accountability Act. "Anatomy of" images with annotated text break down common dental office equipment, forms, and administrative to further comprehension. "What Would You Do?" boxes "present common situations you may face in the work place. Patient file folder with examples of both electronic and paper clinical forms and records provides you experience working with confidential documents. Art program showcases images of electronic and traditional paperwork, actual offices, equipment and technology to help reinforce the text. Bolded vocabulary terms and glossary give you a foundation for effective office communication. Key points allow you to ensure that you have grasped key content before graduating to the next chapter. Dental office simulation tool on the Evolve companion website allows you to practice many of the typical office functions in a realistic virtual environment. "Did You Know?" boxes "feature snippets" "of helpful background information to context or rationales to office processes and procedures. "Food for Thought" boxes highlight key concepts and call readers attention to various ways the concepts are used in everyday life. NEW! Electronic content more comprehensively addresses the electronic health record (EHR) and the paperless dental office. NEW! Emphasis on 21st century job skills is seen throughout the book as chapters discuss the soft skills like work ethic, collaboration, professionalism, social responsibility, critical thinking, and problem-solving that dental assistants must possess. NEW! "Career-Ready Practice" exercises are included at the end of each chapter asking readers to recall and assimilate information learned within the chapter and demonstrate its application in the dental office. NEW! Content updates include HIPAA changes, insurance updates (including the new claim form), dental terminology overview, new hazard communication procedures, and more. NEW! Additional artwork incorporates new images focused on technology in the dental office and new, paperless ways to manage the day-to-day functions. "

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