

**DALHOUSIE UNIVERSITY
FACULTY OF DENTISTRY**

**CLINIC
POLICY AND PROCEDURES
MANUAL**

**(also see the Schedule of Fees for Dental Services and
the Infection Control Manual for other clinic policies)**

2009 -2010

Version - August 28, 2009

Compiled by
The Office of the Assistant Dean, Clinics,
August 2009

**THIS MANUAL IS FOR THE SOLE USE OF THE DALHOUSIE DENTAL
CLINIC FACULTY, STAFF AND STUDENTS.**

Suggestions for improvements are always welcome. Please pass them on to the
Assistant Dean, Clinics office, Level 1, Room 1210.

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Computerized Medical Office Procedures William D. Larsen, 2014-11-07 Get ready for your first medical assisting job with this hands on guide to common medical office tasks Computerized Medical Office Procedures 4th Edition explains administrative and financial functions in a clear step by step format and provides realistic exercises to help you confidently prepare to use computers in the medical office Using Medisoft v18 practice management software you'll practice medical assisting tasks such as appointment scheduling entering patient information accounting procedures and billing insurance companies Written by educator William Larsen this book helps you develop the front office competencies you need Hands on practice using Medisoft Version 18 familiarizes you with the professional practice management software you'll use on the job Medisoft sold separately An engaging conversational writing style makes difficult concepts easier to understand with information presented in small easy to digest segments Step by step procedures include screenshots to guide you through each administrative task Day by Day Simulations provide you with two weeks of hands on experience similar to working in a real world medical office Reminders at the end of each chapter ask you to back up your data for good data management practice Checking Your Understanding reviews and hands on Putting It into Practice activities are provided at the end of each chapter to ensure that you meet learning objectives Information on backing up and restoring data prepares you for any power outages or electronic malfunctions UPDATED content on the Electronic Health Record in the physician's office relates computerized practice management systems to the use of EHRs New case studies on the Evolve companion website offer additional practice using Medisoft v18 New Elsevier Clinic provides samples to follow as you create new patient data and perform Medisoft tasks the data file may also be downloaded from the Evolve website New chapter summaries are included at the end of each chapter

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October 2014 ICD 10 implementation date Updated content on claim forms includes block by block explanations and examples for the new CMS 1500 Claim Form Updated guidelines for the filing and submission of electronic claims include sample screenshots and prepare you for the future of the medical office **Administrative Procedures for Medical Assisting** Barbara Ramutkowski,Kathryn A. Booth,Donna Jeanne Pugh,Sharion Thomson,Leesa Whicker,McGraw-Hill,2004-07-09 Administrative Procedures for Medical Assisting 2nd edition addresses the most current competencies for CMA certification CPR procedures coding and insurance billing requirements HIPPA regulations and OSHA guidelines It also includes coverage of timely issues such as medical response to bioterrorism which none of the competitors include It retains its thorough coverage of procedures It trains students on medical office administrative procedures and equipment infection control and much more **An Introductory Guide to EC Competition Law and Practice** Valentine Korah,1994 *MGMA Connexion* ,2001 **Resident and Staff Physician** ,1992-07 The Vocational-technical Library Collection Bruce Reinhart,1970 **The Reader's Index** Croydon Public Libraries,1917 "*Code of Massachusetts regulations, 1988*" ,1988 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 "*Code of Massachusetts regulations, 2009*" ,2009 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 **Annals of Medical Practice** ,1892 *Delmar's Administrative Medical Assisting* Lindh,Wilburta Q Lindh, CMA,Marilyn S Pooler, R.N.,Joanne Cerrato,Carol D Tamparo, PhD, CMA-A,2001-11 Delmar's complete learning system prepares students to become multiskilled medical assistants for the 21st Century This full color administrative medical assisting textbook is part of a dynamic learning system that includes a free skills CD ROM bound to the text workbook and instructor support materials Together these learning tools integrate essential and advanced competencies set forth by the AAMA's Role Delineation study emphasizing interpersonal communications and changes in the health care setting including Standard Precautions and managed care The text is written not by just one or two individuals but by many talented experts who provide students with a thorough understanding of administrative medical assisting fundamentals The entire learning system is complemented by real life characters and scenarios from the field of medical assisting a feature not found in any other text Subject Guide to Books in Print ,1975 *Effective Dental Assisting* Shirley Pratt Schwarzkopf,James R. Jensen,1982 **Randax Education Guide** ,1992 *Revised Code of Washington* Washington (State),2018

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web the design process learning intention to better understand the design process success criteria i can name the five main

stages of the design process activity read the stages of the design process and explain in your own words what occurs at each stage 1 need opportunity problem 2 investigating 3 generating 4 producing 5 evaluating

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