



Dental Office Administration Remote Online Live Lecture

Live
Online



Dental Office Administration

Are you looking for a career in dental office administration? Join us for a complete introduction to dental front office administration. We will provide a foundation of dental knowledge and administrative skills for anyone interested in starting a career in a dental practice with little to no experience, or dental assistants seeking to expand their knowledge. This course is taught live online with instructor via Zoom.

(15 hours) Topics:

- Intro to Dental Practice
- Dental Terminology/Infection Control
- Superior Customer Service and the Patient Experience
- Treatment plan, Insurance, and HIPAA
- Review and Professional Opportunities

Dates: Thursday March 30 – April 27

Time: 6:30p – 9p

Tuition: \$299

Enrolment deadline: March 23

To Enroll email: career_training@middlesex.mass.edu

Provide: Full name, Date of Birth, Home Address, Email for course communication, cell number