

## [Facility]

# Dental Policy and Procedure Manual Template

This document is a template for you to construct a comprehensive dental policy and procedure manual. This document CANNOT be used as is. You must examine each procedure and match the policy to your practices.

Throughout the document you will see type in **Bold** and type in *italics*. **Bold** type usually means you must insert a specific name (facility, department, individual or State). *Italicized* type usually indicates an example.

Check each policy for your facility's unique requirements and practices.

Many policies are based on professional organizations' recommendation s or guidelines. Those policies include a statement such as:

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You may elect to include this statement and then use the entire recommendation or guideline in quotes.

It is recommended you use the authoritative source whenever possible. You may use the above statement and simply insert your facility's name, the topic, the organization, date and type of recommendation in the **bold** sections.



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Original Template: 2009  
Revised: 2012

# Policy Manual For Dental Office

**American Dental Association**



## **Policy Manual For Dental Office:**

### **Creating and Updating an Employee Policy Manual: Policies for Your Practice** American Dental

Association,2016-06-01 This resource helps dental practices develop an office policy manual Includes sample policies forms and worksheets to help craft the perfect policy for your dental employee handbook With 99 sample dental office policies sample dental job descriptions templates for forms worksheets and checklists and explanations of at will employment Also offers information on dental staff training including OSHA and HIPAA *Dental Office Administration* Geraldine S

Irlbacher,Guy S. Girtel,2020-03-18 Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional providing practical communication techniques and tips for problem solving It also provides the necessary clinical background information every dental office professional needs for a successful practice Hands on activities within the text require students to practice common tasks such as dental charting writing a memo or conducting a mock telephone call with another student A free bonus DVD ROM for Windows includes practice management software called DENTRIXG4 practice management to give students real world experience managing patient data and filing electronic claims A companion Website includes the full text and a quiz bank **Dental Office Employee Manual** Lovell,Dr

Schwindt,2013-02-15 Employee Manual This is the new employee handbook we have developed for use and modification We have taken this template and expanded it for each of the practice locations If you would like this in a MS Word format for modification please let us know or locate it on the website DentalPracticeResourceGroup com The terms used to identify a practice dentist and employee were purposely left generic to allow this manual to stand alone as is without significant modification or to serve as a working template to create a unique manual customized for any practice needs Why reinvent the wheel If your office does not have such a manual or you are just starting your very first practice or perhaps opening a new office Dental Practice Resource Group has the resources and tools to make your life easier Please review the details contained within this document as certain aspects will require change office hours time off paid CE etc Look for our other manuals on common office issues such as OSHA Radiation Safety Exposure to blood and body fluids and more Wishing you the best The Team at Dental Practice Resource Group The Complete Dental Office Policy Manual Sandra L. Hebert,1989

### *Practice Management for the Dental Team - E-Book* Betty Ladley Finkbeiner,Charles Allan Finkbeiner,Leslie

Koberna,2025-10-20 Gain the skills needed to successfully manage a modern dental practice Practice Management for the Dental Team Tenth Edition is a comprehensive one stop resource that presents practical information on everything from managing patients to running the business This unique text covers a wide range of dental office skills which are mapped to the Dental Assisting National Board DANB test blueprint including technology communications appointment setting dental charting business office procedures financial arrangements and more New to this edition are workbook exercises at the end of the text that allow you to learn the material and then practice it with review questions and practical exercises In addition

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**Dental Practice Transition** David G. Dunning,Brian M. Lange,2016-09-06 Dental Practice Transition A Practical Guide to Management Second Edition helps readers navigate through options such as starting a practice associateships and buying an existing practice with helpful information on business systems marketing staffing and money management Unique comprehensive guide for the newly qualified dentist Covers key aspects of practice management and the transition into private practice Experienced editorial team provides a fresh balanced and in depth look at this vitally important subject New and expanded chapters on dental insurance patient communication personal finance associateships embezzlement and dental

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Dentistry Building Your Successful Future provides a broad overview of how to start a business and be successful With contributions from industry experts sharing real life lessons learned in the management of dentistry offices this volume delivers a comprehensive practice management resource The editor Dr Sheri B Doniger set a course to collect expert advice on basic and complex concepts for dentists starting out as small business owners The chapter contributors provide readers with dental industry voices sharing information from a first hand viewpoint Chapters offer strategies for business topics such as negotiating leases hiring and team training and billing and dental coding

**Leadership and Communication in Dentistry** Joseph P. Graskemper, 2019-03-01 This book provides practical strategies for dentists to effectively and confidently communicate with many dental insurance issues as well as with their patients and members of their staff Providing real world examples and sample letters the book includes specific guidance on how to handle common communication scenarios to avoid being caught off guard or unprepared Leadership and Communication in Dentistry begins with a unique section discussing communications with insurance companies including negotiations PPO contract issues appeals letters and more It then includes chapters on communicating with patients addressing how to listen to their concerns and motivate them and staff emphasizing how to be a better leader and institute office policies The final section explores how dentists can use leadership and communication skills to improve their practice of dentistry Provides concrete guidance on how dentists can confidently take the lead on conversations with dental insurance companies their staff and their patients Includes real world examples of how to lead through communications Divided into sections covering communications with insurance companies dental patients and staff members Teaches that being mindful of proper communication and leadership skills will create a true balance for the successful dentist leader to become successful at living Leadership and Communication in Dentistry is a must have resource for any dentist or dental student wishing to improve their communication skills

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