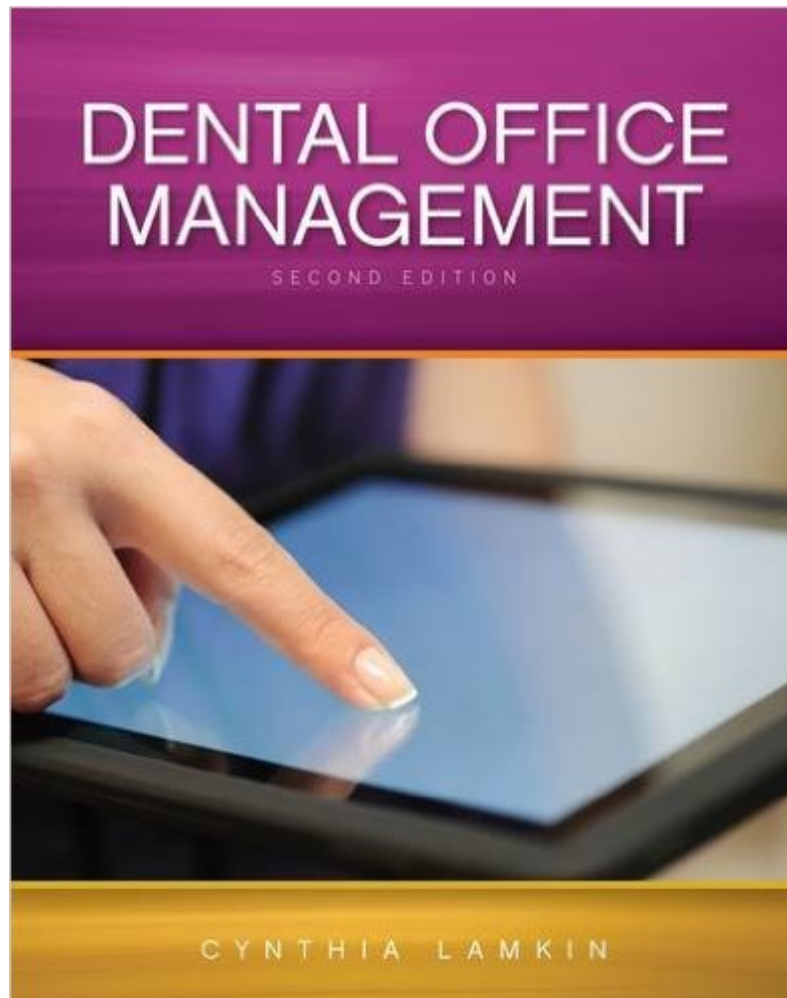


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Dental Office Management



Synopsis

Make a good first impression! The first dental professional a patient encounters is generally the front office staff. This interaction is key to promoting the practice and making the patient comfortable. *DENTAL OFFICE MANAGEMENT 2E* hones professionalism and improves efficiencies in managing the business aspects of dentistry. The various tasks associated with front office dental management are addressed in six sections: the business of dentistry, practice communications, clinical records management, business and financial records management, employment opportunities, and practice management software. Well-rounded and up-to-date with the latest technologies and trends, *Dental Office Management* is the only resource needed to achieve success in the dental office.

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