



Course Catalog- 2010



Dental Assisting National Board, Inc.

Earn CE Credits towards DANB's Assessment-Based Learning for AADOM'S Continuing Education Fellowship Program



PACE
Program Approval for
Continuing Education

Approved PACE Program Provider
FAGD/MAGD Credit
Provider ID 333166

E.E.D NY Lab
501 Madison Ave
New York, NY 10022
Tel: 888-910-4441
Email: info@links2success.biz

Course Catalog



*Our vision is to duplicate our personal success for each of our students, by teaching the skills in demand by today's dental office. The business of dentistry is something that most dentists are never taught to manage properly while attending dental school. Our philosophy is to teach our "Office Manager" students **the business** of dentistry. This will encompass; how to achieve more profitability in the dental practice, deliver a better patient experience, while maximizing office efficiency.*

The Dental Industry is an ever changing entity. We must equip our students with the means to be productive in this field; especially in today's economy. By utilizing best practices, our graduates will provide their employers the invaluable tools lacking in the majority of dental offices in this country. We will give our students the tools to keep dental offices maximizing their potential for the present and the future of this rapidly evolving industry.



Course Catalog

Courses

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- Reports (what they can offer and which ones to use daily, monthly & yearly)
Review all areas of reporting
- Recall - Advance phone skills and creating a good re-care system
(understanding hygiene and overhead)
- Treatment planning/Chair side charting (customizing your clinical charting, perio charting, clinical notes and document center)
- How to make chairside charting work in your office
- Learning the third party plans for credit (**Patient financing companies will be in attendance to discuss their options**)
- Integrating Digital Xray, Intra-Oral Cameras, Decay Detection, Lasers and Cad- Cam
- Computer knowledge (how to make appointments) (entering patient all information)
- Tracking Appointments: Cancelled, Walk out with out scheduling & Broken
- Proper files (what forms are needed by law)
- Osha background(**Online**)
- Verbal & Written Skills/Basic Letters
- Flow of dental office (fundamentals)
- Types of insurance and the information that needs to be collected in order to bill.

- **Advanced Verbal Skills (Treatment Planning and Financial Planning) Know the skills needed for high patient acceptance**
 - Improving Communication**
 - Listening to your Patients**
 - Providing Outstanding Customer Service**
- **Advanced third patient financing party tricks (**Financing companies will re-view their options**)**
- **Advanced system knowledge for Management Solutions. Breakout sessions: Softdent, Dentrrix and Eaglesoft. Training available.**
- **Becoming paperless/charltess and completely electronic**
 - including payments directly to account**
 - website integration**
 - practice analysis and much more**
- **Web page, Twitter, Facebook (how to set up)**



Course Catalog

Dental Office Manager (8 hr Course)

The Dental Office Manager is the foundation of any dental Practice. The Manager is responsible for making sure that the business operates efficiently and smoothly. The Dental Office Manager course will concentrate on the following areas:

- Front Desk Role - What you represent
- Hippa background(**Online**)
- Basic front desk procedures-
 - Communication and organizational skills
 - Time Management Skills
 - Improve your Problem Solving Skills
- TERMINOLOGY (**Online**) Anatomy (quiz)
- Oral Cavity charting knowledge
- Procedure's (time needed, lab work, follow up visit, NP visit)
- How to answer the phone, basic phone skills for difficult patients, how to try to avoid a patient cancelling and rescheduling appointments-
Unscheduled appt lists/Tickler



Course Catalog

Advanced Office Management Class

24 hr Course

**Advanced Marketing Program
Leadership Skills and Goals
Human Resource Skills
Morning Huddle Skills**

**Meeting Skills
Team Harmony Training
Internship
Medical Billing**

**Specialty Practices (TMD, Sleep Apnea, Surgical, Implants, Or-
tho)
MD Referral Course
Specialists Training
Objectives, Mission Statements and Goals for the Practice**

Review of all Classes

**Office Manager Certification For Accounts Receivable these
credits will be put towards your fellowship in AADOM**

Membership for AADOM

One year of coaching calls. A set day each month.

This is an in-depth course on dental insurance which will benefit the entire team. The goal of this course is increases case acceptance and cash flow in the practice.

The Course will cover the following material:

- Patient activation/re-activation (keeping your patients from leaving thru back door)
 - Promote practice growth & patient referrals through effective dental Insurance management
- Review services available to all dental practices to help keep patients locked in
 - Confirmation of benefits
 - Estimation of benefits
- Insurance billing, calculations, narratives and reading an EOB
 - How to file with Multiple Carriers
 - What to do with the Claim?
 - Properly Billing for perio services
- Entering in Insurance checks, updating payment tables in your software and submitting secondary insurance
- Verbiage used for insurance companies, and patients about their insurance
- Take Account Reviewable Test on line.



Course Catalog

Dental to Medical Cross Code

(8hr Course)

Bill properly the dental services performed for your patients and increase your practice production and collections. The course content will focus on:

- **Dental Insurance Billing: How to Make It Work: Billing/Coding: One full day**
- **Learn Why and when to Bill Medical**
- **Types of Medical Insurance**
- **Understanding the Two Code Sets**
- **Knowing what treatment you can bill medically**
- **What is a diagnostic code and which one is the correct one.**
- **The Letter of Medical Necessity and more...**
- **What about Medicare?**



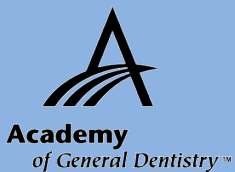
Course Catalog

Doctors Course: 8 Hour Dental Essentials

- Introduction to opening a dental practice.
- Understanding demographics, types of treatment you will provide and the fee's you can charge.
- Insurance companies (should I or should I not join)
- Understanding their rules and payments
- Job roles within practice
- Staffing
- Practice Management software, digital x-ray and advanced technology. Is it for you? Is there an ROI?
- Overhead & budget for the new doctor, or the doctor who wants to start over
- Dental Supply companies and how to get the most from them, ordering supplies and inventory control
- Buying equipment
- Owner, Partner Associate: Who are you? What vision does your partner or the owner have?

- Does it match yours?
- Daily tasks, Reports, Scheduling, Goals, Recall, Eservices and Office Automation.

Do you know how your practice is being managed?



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INDIVIDUAL COURSES



- **Medical Billing & MD Referral: (2 Day) One full day & Web Training.**-----\$595

- **Paperless/Chartless Automated Office: One full day and one on-line course (free hardware evaluation included in course.)**-----\$395

- **Dental Technology: One Full day and one on-line course. Review technologies, how to incorporate into your practice, is it right for you? Know the ROI. Will have some hands-on.**-----\$395

- **HIPAA/OSHA TRAINING: On-line course**-----\$99

- **PRACTICE PROFITABILITY: One full day course**-----\$395



Course Catalog

Course Tuition

- Dental Front Office \$495.....pg.3
- Advanced Dental Front Office \$495.....pg 4
- Dental Office Manager- \$495.....pg.5
- Advanced Office Manager \$495.....pg. 6
- Dental Insurance Course- \$495.....pg.7
- Dental to Medical Cross Code- \$495.....pg.8
- Individual Courses-See pg 10

School Courses can be a full program tailored to your current skill level. We will ensure you are certified by taking the Certified Dental Assisting Exam through DANB.

CE Credits for DANB and AADOM Fellowship Programs granted for Dental Management courses.

PACE continuing education credits also available for those applicable courses.

For a combination of Courses, Dental Front Office, Dental office Manager, Insurance Course and Cross Code course please contact us at, 914-450-2906 or via email at, info@links2success.biz.

Discount available for AADOM Members and payment in Full
Low-Monthly Payments are also available upon qualification of a line of credit with a low-interest rate or free interest for 3-6 months.

Course Catalog

Instructors



Kim Diamond, Christine Taxin and Ronnie Klein
are bringing you a “one of a kind” dental office management school.

They have over 25yrs in the industry with a diverse background in all facets of the dental environment. Our unique concept and style has proven successful in many dental offices. We have combined our strengths to bring our dental community the first *Dental Office Management School* so we can be “hands on” with more offices and potential new office managers.

As a dental office manager, you will be responsible for the efficient and effective management of a dental practice; you will be the heart and soul of the office. Your certification will prepare you to supervise employees, manage patients, operate complex computer dental/medical applications, keep important dental records, manage finances, and handle legal and ethical matters, among other tasks. Depending on your inclinations, you could work in either a small private practice or in a larger group clinic.

Our program will evaluate potential students prior to enrollment to ensure your success. Admission will not require dental experience. However, each applicant must pass our basic skills test.

Individuals graduating from our program will bring new methods, systems and teamwork into the practice they join. Our school has multiple levels; applicants will be tested and placed accordingly. Advanced training is available and includes technology introduction, implementation, procedures to become a paperless and chartless office and much more.

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Register



Registration Form

Contact Us Today!

Email :info@links2success.biz or [Register online](#)

Or Fax Registration form to: 845-226-5819

Name: _____

Additional Attendees: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Course Name: _____

Payment: MC Visa Amex Discover

Card # _____ Exp date: _____ Cid #: _____

Signature: _____

Total Amount: _____

Cancellation Policy: Due to our obligation to the facility, a 30 day written advance cancellation is required. A refund less \$100./pp, non refundable registration fee will be issued if this requirement is met. In the event of a cancellation less than 30 days prior to the event, a 50% refund will be issued.

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