

Administrative Dental Assistant Certificate



Professional and Continuing Education

This nationally recognized Administrative Dental Assistant Online Certificate Program will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant. You will learn about dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding.



Who Should Attend

Anyone interested in learning the skills necessary for dental office career opportunities.

Skill Sets

- Understand the role of the administrative dental assistant
- Communicate effectively with patients and coworkers
- Relate to patients in a professional, caring manner
- Understand teamwork in the dental office
- Maintain quality patient records
- Understand information management in the dental office
- Become proficient with scheduling and recall systems
- Know how to process dental insurance
- Perform inventory management and equipment maintenance
- Know bookkeeping and collection procedures

Requirements

Must have access to a computer, Internet (high-speed Internet access is recommended) and an active e-mail account. Adobe Flash Player and Adobe Acrobat Reader are also required for this course. This program is not compatible with a Mac.

Training Time

150 hours

Certificate Completion

Administrative Dental Assistant Online Program can help you gain entrance in the Dental Assistant career path.



Delivery Format

- The entire program is offered online
- Start anytime during the quarter
- Train from the convenience of your home and on your schedule
- Progress at the pace that matches your learning style

For more information, contact the PACE Program staff at (909) 537-5976, or email pace@csusb.edu.

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