



# The Administrative Dental Assistant, 3e

*Linda J Gaylor RDA BPA MEd*

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Stay on top of the latest industry advancements, technology, and skill sets with **The Administrative Dental Assistant, 3<sup>rd</sup> Edition**. This comprehensive textbook delivers all the latest information and skill practice you need to succeed in the paperless era: technology, forms, and equipment in use today; up-to-date coding information; HIPAA and OSHA guidelines; functions of the dental business office; communication and critical thinking exercises; and in-depth instruction for completing common tasks such as scheduling, bookkeeping, electronic record regulations and insurance coding. A companion workbook and online tools offer interactive games, identification exercises, daily task simulations, and practice management software to supplement your text learning, polish your skills, and prime you for a successful career in the modern dental office.

- **Comprehensive coverage and interactive exercises** teach you all the skills and content you need to succeed as an administrative dental assistant in today's dental office.
- **Trusted author Linda Gaylor** lends years of experience as a practicing dental assistant, instructor of dental assisting, and curriculum director.
- **Friendly, readable writing style** presents **need-to-know content** in a way that is easy to grasp.
- **Logical organization** helps you build a solid foundation in the dental and administrative basics before moving on to more complex duties.
- **HIPAA boxes** keep you well-versed in the rules and regulations of the Health Insurance Portability and Accountability Act.
- **Procedure boxes** provide step-by-step instructions on a wide variety of dental office duties.
- **Remember boxes** summarize chapter content and call your attention to key points in ADA practice.
- **Anatomy of images** explain the idea or rationale behind common dental office equipment and administrative tasks.
- **Patient file folder** gives you experience with proper handling of confidential documents.
- **Critical Thinking questions** help you recall and relate information learned within the chapter.
- **Art program** showcases images of electronic and traditional paperwork, actual offices, equipment, and technology to help reinforce the text.
- **Bolded vocabulary terms and glossary** give you a foundation for effective office communication.
- **Key points** summarize chapter concepts and help ensure you understand important material before moving on.
- **Learning objectives** set goals for what you will accomplish and serve as a checkpoint for your comprehension and as an exam study tool.
- **Chapter outlines** organize content, set the stage for the chapter, and can also be used as a review resource.
- **Summary tables and boxes** condense text discussions in an easy-to-read or visual format.
- **Web links** provide additional sources of information on any given topic.
- **Bibliography** allows you to easily find sources for further information on any of the text topics.
- **Colorful textbook design** organizes the text's content and features and helps engage you in the material.
- **Companion workbook** (sold separately) includes a variety of **practice exercises, games**, and the latest **practice management software** to refine your understanding of administrative dental assisting skills and tasks.
- **Student Resources on Evolve website** feature additional online games, exercises, and resources to enhance your learning beyond the book.

- **NEW! New content** keeps you at the forefront of the processes and procedures in today's paperless dental office.
- **NEW! Online simulation tool** provides realistic practice in the foundational tasks you need to work as an administrative dental assistant.
- **NEW! Additional illustrations and photographs** familiarize you with new technology and the benefits of dental practice management software.
- **NEW! *What Would You Do?* feature boxes** depict common situations dental assistants face in the workplace.
- **NEW! Student practice exercises on Evolve website** help you assess your readiness and prepare for examinations.
- **NEW! Dentrix G4 Learning Edition DVD** with the workbook familiarizes you with the professional practice management software in use today. (Workbook sold separately.)

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