

The following subjects are covered in depth from both didactic and a practical clinical experience. The lecture is followed by an evening of clinical, "hands on" training in operation of all the equipment, instrumentation and materials used in our state of the art practicing dental office. All students receive in excess of 8 hours of instruction in radiology and are therefore certified according to the Georgia Department of Human Resources.

**I. Dental Theory and Terminology**

- A. Dental and oral anatomy, tooth numbering system
- B. Dental nomenclature and identification for all aspects of General Dentistry
- C. Dental terminology
- D. Equipment operation, chair positioning, assistant equipment usage
- E. Sterilization of instruments and disinfection of treatment rooms
- F. Proper X-ray techniques and X-ray safety

**II. Receptionist- Front Desk Office Management**

- A. Phone techniques and appointment book control
- B. Accounting systems
- C. Billing: accounts receivable and accounts payable, collections
- D. Filing insurance forms and pre-treatment estimates
- E. Computer System practice

**III. Four – Handed Dental Assisting**

- A. Instrument transfer techniques, chair-side assisting and suctioning
- B. Chair-side doctor-patient-assistant positioning
- C. Tub and tray systems
- D. Use of instruments and materials in assisting for:
  - 1. Operative Dentistry
  - 2. Oral Surgery
  - 3. Crown and Bridge
- E. Endodontics
- F. Periodontics
- G. Orthodontics

**IV. CPR**

**V. OSHA Dental Office Safety**