



THE DENTAL FRONT OFFICE MANUAL

DETAILED FRONT OFFICE SYSTEMS
FOR PHONES, SCHEDULING,
BILLING & COLLECTIONS

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Dental Training Manual

**Tennessee. Division of Dental Health
Services**



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all staff will lead to similar explanation of needed treatment as a patient flows through your office and therefore increase
your treatment plan acceptances This book starts with the basic explanations of procedures and continues with detailed
instructions for insurance verification and unscheduled treatment recall follow up protocol The following topics are covered 1
Explanations of types of x rays with codes and why they are taken and needed 2 Office flow with soft tissue perio
management program and how to implement 3 Summary of dental procedures including codes and what and why such
treatment are needed These are explained in simple terms so that everyone can effectively relay the importance to patients 4
Co diagnosis forms for patient flow throughout the office These forms help each staff member know what needs to be done
and to quickly relay likely treatment to doctors 5 Insurance verification forms and instructions of why these codes are
requested 6 Unscheduled recall follow up system and steps on how to integrate into practice management software 7 Emails
to use with follow up systems 8 Information consent forms for patients for certain procedures Dental Coding Made
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