

# Dental Assisting

## Course Outline

The following subjects are covered in depth from both a didactic and a practical clinical experience. The morning lecture is followed by an afternoon of clinical, “hands on” training in the operation of all the equipment, instrumentation, and materials used in our state-of-the-art practicing dental office.

- I. Dental Theory and Terminology
  - A. Dental and oral anatomy, tooth numbering system
  - B. Instrument nomenclature and identification for all aspects of General Dentistry
  - C. Dental Terminology
  - D. Equipment operation, chair positioning, assistant equipment usage
- II. Receptionist – Front Desk Office Management
  - A. Phone techniques and appointment book control
  - B. Peg-board billing and accounting systems
  - C. Billing: accounts receivable and accounts payable, collections
  - D. Filing insurance forms
- III. Four – Handed Dental Assisting
  - A. Instrument transfer techniques, chair side assisting and suctioning
  - B. Chair – side doctor – patient assisting 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
    4. Endodontics
    5. Periodontics
    6. Pedodontics
    7. Orthodontics
  - E. Hand piece care and maintenance
- IV. Radiology
  - A. X-ray theory and technique, use of Rhinn holders and other methods
  - B. Intraoral, bitewing, panoramic, and endodontic exposure methods
  - C. Developing x-rays using the automatic processor
  - D. Darkroom care and maintenance
- V. Impressions and Model Trimming
  - A. Impression materials and practice in their use; alfinates
  - B. Counter impressions
  - C. Model pouring and trimming
- VI. Sterilization Techniques
  - A. Sterilization theory and terminology, autoclave operation
  - B. Instrument and equipment sterilization / disinfection
  - C. Treatment room disinfection and asepsis techniques
  - D. Universal precautions – Ethics and jurisprudence
- VII. Job Interview and Placement Assistance
  - A. Proper image, dress, resume, and how to prepare for the job interview itself
  - B. Difficult questions you may face – how to answer them
  - C. Do’s and Don’ts during the interview, what to expect