



Administrative Dental Assistant

Our Program

150 Hrs • \$1,795

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.



Upon successful completion of this program, you will:

- 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

Professional Credential:
Dental Assisting National Board, Inc (DANB)

LABOR STATS

Bureau of Labor Statistics reports a
25% National Growth
from 2012-2022

Military Spouses Receive \$4,000 in Tuition Assistance!

MyCAA is the Military Spouse Career Advancement Accounts program, offered by the Department of Defense. It allows military spouses to train for in-demand careers at little or no cost. Spouses of an active duty Army, Navy, Air Force or Marine service member in pay grades E1-E5, W1-W2, or O1-O2 are eligible. If your spouse is in the National Guard or is an AGR Member, they must be on federal Title 10 active duty orders.



Apply to MyCAA at:
<https://aiportal.acc.af.mil/mycaa/>

Note: You must finish your program within 18 months of starting

Please contact us for more information!