

## **Course Description**

### **DEH2808 | Dental Hygiene Practice Management and Leadership | 2.00 credits**

Students will learn the basic dental and behavioral sciences within the practice of dental hygiene. Special emphasis is given to Florida laws governing dental hygiene practices. (2 hr. lecture) Prerequisites: DEH2806, DEH2806L Corequisite: DEH2808L

## **Course Competencies**

**Competency 1:** The student will demonstrate knowledge and comprehension of the history and evolution of the dental profession by:

1. Identifying ancient dental practices and the theories for these rituals
2. Identifying the patron saint of dentistry
3. Identifying the major contributors in the science of dentistry and dental hygiene
4. Identifying the founder of the G.V. Black Classification of Caries and its meaning

**Competency 2:** The student will demonstrate knowledge and comprehension of dental disciplines and educational requirements in relation to health care occupation by:

1. Identifying the most common specialties and their functions with 75% accuracy
2. Identify the prefix for U.S. dental occupation credentials and the title associated with each
3. Identifying the process of credentialing and mandatory continuing education for the dental hygienist in particular
4. Describing the dental hygiene process of care in assessment, planning, and implementation of dental hygiene comprehensive services associated with dental practice management
5. Describing opportunities available for the dental hygienist in alternative forms of practice throughout the United States

**Competency 3:** The student will be able to describe insurance protocols, regulatory agencies, program characteristics, and prevention of fraudulent procedures by:

1. Identifying the insurance codes relevant to the practice of dental hygiene with 90% accuracy and understanding how to use the codes to maximize insurance benefits
2. Stating the benefits of dental insurance and the usage of the insurance codes to maximize case acceptance
3. Describing insurance protocols, regulatory agencies, program characteristics, and prevention of fraud
4. Students will recall how dental procedures can be coded for dental and medical insurance submissions

**Competency 4:** The student will demonstrate knowledge and comprehension of risk management by:

1. Stating the importance for risk management in the dental office as it relates to the prevention of malpractice lawsuits
2. Stating the definition and importance of informed consent
3. Stating the dental hygienists' role in risk management and understanding the statutory law
4. Stating the recommended procedures for patient chart documentation

**Competency 5:** The student will demonstrate knowledge and comprehension of practice management by:

1. Differentiating between a sole proprietorship, partnership, and corporation and its impact on dental hygienists
2. Describing the components of a business plan and its relationship to the tasks performed by the dental assistant in charge of business tasks and the office manager
3. Describing the different telecommunication systems in the dental office
4. Describing the applications of a computerized dental system
5. Analyzing and computing dental hygiene production and predicting the percentage of total net production
6. Computing the return on investment of various dental hygiene services and office equipment. g. Identifying the federal regulations related to credit and collections and accounting practices

**Competency 6:** The student will demonstrate knowledge and comprehension of the dental hygiene service production sector of the dental practice by:

1. Differentiating between primary, secondary, and tertiary dental hygiene procedures as they relate to production in scheduling
2. Computing dental hygiene production and predicting the percentage of total production
3. Analyzing net margin in relationship to the financial health of the practice
4. Understanding various payment options available and risks associated with credit and collections
5. Understanding the importance of records management used for clinical and financial patient records

6. Listing the three basic records management systems used in medical and dental practices in order to keep operations running smoothly

**Competency 7:** The student will demonstrate knowledge and comprehension of career alternative to traditional chair side dental hygiene by:

1. Listing the various career opportunities available to the dental hygienist
2. Listing the components that make up the alternative dental hygiene careers
3. Listing the steps necessary to achieve the various career alternatives
4. Stating the steps necessary to take to continue education at a four-year institution

**Competency 8:** The student will demonstrate knowledge and comprehension of job interviewing and updating resumes along with employability skills by:

1. Preparing a complete professional resume and update as necessary
2. Listing the proper techniques needed to conduct a professional interview
3. Discussing and practicing answers to questions that may be asked during an interview and providing frequently asked questions
4. Discussing employee benefits and negotiating a benefits package

**Competency 9:** The student will demonstrate knowledge and comprehension of Florida dental laws by:

1. Identifying all the definitions as listed in Chapter 466 and Rule 64B5 of the Florida State Laws
2. Identifying the make up of the Board of Dentistry
3. Identifying the examination procedures for the dental hygienist
4. Identifying the necessary laws and rules for safe and legal practices
5. Identifying the supervision and training necessary for the dental hygienist and dental assistant

**Learning Outcomes:**

- Communicate effectively using listening, speaking, reading, and writing skills
- Use quantitative analytical skills to evaluate and process numerical data
- Use computer and emerging technologies effectively