

DENTAL RECEPTION (DREC)

DREC 1110 Credits: 4

Dental Theory 1 Total Hours: 75

This course introduces the student to head anatomy and the tissues, diseases, conditions and pathology of the oral cavity. An exploration of preventive and basic dental procedures and knowledge of tooth deposits provides a focus for oral self care. Additionally, an introductory study of disease transmission, infection control, pharmacology and nutrition within the context of dental health are studied. Students integrate infection prevention and control theory with clinical practice, completing rotations in the clinic dispensary.

DREC 1111 Credits: 2.5

Dental Practice Theory Total Hours: 38

This course introduces the learners to the profession of dentistry with an emphasis on the role of the Dental Receptionist. Dental Theory course topics are focused on the head anatomy and tissues of the oral cavity which serve as foundational knowledge to understand different types of dental procedures and how tooth deposits are formed. Oral health and hygiene are examined in relation to general health and wellness. Learners explore and analyze a healthy and compromised oral cavity, disease transmission and prevention, basic pharmacology, and dental nutritional needs. Health hazards associated with working in a dental environment, safety, accident prevention, emergency care and infection prevention are also studied. Additionally, domestic violence and the role of the dental professional related to dental health are discussed.

DREC 1112 Credits: 3

Dental Practice Comm & Prof Total Hours: 45

This course discusses professionalism and its importance within the role of the dental receptionist. The learner is introduced to communication and professional skills and behaviour in the dental health care setting. Additionally, health histories, records management and radiographic records are explored. The concepts of race, ethnicity, culture and diversity are considered within the context of professional communication and practice. Cultural safety and humility in relation to the Indigenous Peoples of Canada are examined with a focus on diverse communities, cultures, languages, and practices. The history and impact of colonialism on the Indigenous Peoples of Canada are introduced in this course.

DREC 1113 Credits: 5

Dental Practice Admin Total Hours: 75

This course focuses on dental office management. Learners are introduced to dental nomenclature, fee guides, practice building, marketing, payroll, and inventory control. Additionally, collections methods, accounts payable systems, basic software skills on how to manage coursework and departmental administrative requirements are explored. There is an emphasis on the importance of preparing and processing dental insurance claims and understanding dental plans as this is one of the major roles of the Dental Receptionist in the office.

DREC 1114 Credits: 7.5

Dental Practice Software Total Hours: 148

This course focuses on the business and financial management of a dental practice. Learners create and maintain patient files in a unique virtual practice utilizing dental management software. Fundamental computer entries such as personal data, medical histories, patient treatment, estimates, services rendered, insurance processing, and day, month, and year end procedures as well as appointment control are performed. There is also an exploration of the tracking and management of accounts receivable. Additionally, dental charting and managing documents will be discussed.

DREC 1121 Credits: 2

Dental Practice Practicum Total Hours: 64

This course enables learners to apply and integrate the knowledge gained in Term 1 in a dental practice setting. The learners are mentored by the dental office staff during the practicum period.

Pre-requisite(s): DREC 1111; DREC 1112; DREC 1113; DREC 1114

DREC 1131 Credits: 3

Dental Administration 1 Total Hours: 60

This course focuses on dental office management. Students are introduced to dental terminology and dental charting. Course topics include dental records management, legalities of record keeping, dental fees and estimates, inventory control and continuing care. Additionally, the health hazards associated with working in a dental environment as well as safety, accident prevention and emergency care are explored. Cardio Pulmonary Resuscitation and Standard First Aid training are provided.

DREC 1132 Credits: 3

Dental Communication 1 Total Hours: 60

This course introduces the student to the profession of dentistry and the role and responsibility of the dental receptionist in dental practice. Course topics focus on professional conduct and communication, input and management of electronic patient information and radiographic records. Additionally, the importance and implications of medical conditions and their relationship to dental care are explored.

DREC 1231 Credits: 7

Dental Administration 2 Total Hours: 164

This course focuses on aspects of the financial management of the dental office, practice building and marketing and employment standards. Utilizing dental office software students complete estimates, track accounts receivable and prepare and monitor dental insurance claims. Collections, delinquent accounts, banking procedures and payroll are also discussed. Additionally, students are prepared for their practicum rotations in a dental practice setting.

DREC 1232 Credits: 7

Dental Communication 2 Total Hours: 135

This course focuses on the business and financial management of an entire dental practice. Utilizing dental management software, students build and maintain several hundred patients in a unique virtual practice. Personal data, medical histories, patient treatment, estimates, services rendered, insurance processing, day, month and year end procedures as well as appointment control are entered.

DREC 1236 Credits: 1.5

Dental Theory 2 Total Hours: 33

This course explores the dental specialties. Students are introduced to the procedures and patient management in restorative, prosthodontic, oral and maxillofacial, periodontic, orthodontic, pedodontic and gerodontic specialty practices. Additionally, domestic violence and tobacco cessation are discussed including the role of the dental professional.

DREC 1242 Credits: 4.5

Dental Radiography Total Hours: 102

This lecture/clinical course introduces the students to the history and current application of radiation in dentistry. The components, operation and variables of the dental x-ray machine are examined in tandem with the principles of radiation biology, safety and protection for patients and operators. Radiography prescription requirements, chart entries, quality assurance and image management are discussed. Digital and conventional intra and extra-oral radiographic technologies and various imaging techniques are explored. Principles for inspecting and assessing the oral cavity and dentition and the required modifications in exposure techniques are examined. In the clinical setting, using digital and conventional technology and various techniques, competencies are met through simulated manikin (SIM), peer (PR) and patient care (PC) practice.