

AMERICAN DENTAL ASSISTANTS ASSOCIATION
Credit Hour Requirements for Business Fellowship for Non-CDA/RDA

Effective 9/07

Business Fellowship participants who are not a CDA are required to accumulate course work in the categories listed below. Use the assigned subject code when submitting Credit Report Forms. A minimum number of hours are required in each category, though hours may exceed the stated number.

<u>Subject Code</u>	<u>Category</u>	<u>Hours Required</u>
P1	Medical Emergencies (6 hrs need to be within 12 months of completion)	24
P2	Infection Control (6 hrs need to be within 12 months of completion)	24
P3.1	Terminology/Anatomy	12
P3.2	Dental Equipment/Ergonomics • Seating of the Dental Team	6
P3.3	Prevention/Nutrition	6
P4	Dental Team Concepts	3
P4.1	Ethics/ Legal Issues	3
P4.2	Professionalism	3
P4.3	Patient Services • Business (recall, scheduling appointments, telephone skills)	6
P4.4	Interviewing/Resolving Conflicts	6
Prerequisite Total		93
BB1.1	Business Office Systems • Office Layout/Ergonomics • Appointment Management	12
BB1.2	Oral Communications • Presentations/Speaking Skills	12
BC1.3	Dental Software • Software Used in Practice	12
BC2	Business Management I • Accounts Receivable/Payable • Collections/Small Claims	12
BC3.1	Business Management II • Inventory/Supply Ordering • Collections/Small Claims	12
BC3.2	Dental Insurance	12
Basic Clinical Procedures Total		72
AB1	Communication Management • Record Storage • Written Communications/Newsletters	24
AB2	Practice Management I • Office Manuals • Supervision Skills/Motivational Therapy • Profit Sharing/Retirement • Employee Assessment	24
AB3	Practice Management II • Account Usage-Debit/Credit Summaries • Revenue & Expense Accounts	24
AB4	Practice Management III • Depreciation, Equipment, Rental • Business/Professional Taxes • Marketing	24
Advanced Clinical Procedures Total		96
E	Electives • Topics restricted to dental-related courses	39
Electives Total		39
TOTAL Credit Hours		300