

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY  
DNH 230 - OFFICE PRACTICE AND ETHICS (1 CR.)**

**Course Description**

This course presents a study of the principles of dental ethics and economics as they relate to the dental hygienist. The course also includes a study of jurisprudence and office procedures. Lecture 1 hour per week.

**General Course Purpose**

The principles of ethics and jurisprudence: the philosophy, development of current trends in dental auxiliary education and practice, and professional development as it relates to the role of organized dentistry, continuing education, and the analysis of contemporary issues in the literature.

**Course Prerequisites/Co-Requisites**

None

**Course Objectives**

Upon completing the course, the student will be able to:

- Discuss the various methods of finding employment opportunities in the dental profession.
- Discuss the importance for understanding a patient's behavior and reaction to dental treatment.
- Discuss the importance of appointment control in the dental office.
- Discuss the importance of using and maintaining a recall system.
- Discuss the importance of maintaining accurate and complete dental records.
- Identify major dental health care programs.
- Describe common bookkeeping systems used in clinical practice.
- Identify major methods of payment for dental treatment.
- Discuss the various dental software packages and their effectiveness in maintaining office and patient records.
- Define the professional ethics and jurisprudence and then apply these concepts to the practice of dentistry and dental hygiene.

**Major Topics to be Included**

- Applying for a Position in the Dental Profession
- Patient Management
- Telephone Techniques
- Appointment Control
- Recall System Management
- Dental Office Forms
- Record Management
- Dental Insurance
- Computers in the Dental Office
- Principles of Ethics and Jurisprudence
- Regulation of the Practice of Dentistry
- Regulation of the Practice of Dentistry in the Commonwealth of Virginia