

Syllabus/ Powerpoint topics index:

- Economics of ortho. Recent insurance changes. Delta Dental
- Operatory flow for typical 1 doctor/ 2 assistant office. Scheduling and time management
- Front desk and insurance. Billing and what they need to know
- Steps in billing medical insurance including CMS 1500 forms for TMD, Sleep apnea, and Botox
- Estimated procedure times (needed) for both doctor and assistant
- Case preparation flow diagrams including mixed dentition
- Consultation/ case presentation preparation materials and narratives
- Ortho case difficulty including photos
- Ortho benefits checklist
- Ortho codes including suggested fee schedules. Setting fees
- ADA dental claim forms for all procedures
- Care Credit and other financing options. Discounts
- Marketing brochures, letters, and forms. Casey Enterprise system
- TMD exam forms
- Example letters for patient communication, referrals, dismissals, and transfer patients
- Assistant and hygiene responsibilities . Sterilization. Ca State Board guidelines. Ethics guidelines
- Records (all) including CBCT, frontal ceph, and growth diagrams
- Archwire placement templates
- Ceph types: digital vs film based. Positioning errors
- Cameras, scanners, and digital models
- Example grey forms. Common abbreviations. Charting
- Indirect bonding using 3 methods
- In office lab procedures including clear overlays, TMD splints, indirect bonding, study models
- Orthodontic set ups for every procedure including inventory and check lists
- Consultation narratives/ consent forms including corticotomy, skeletal anchorage, and Botox
- Oral bisphosphonate discussion and consent forms
- Two phase ortho patient forms including myofunctional referrals
- Phase I appliance list
- Complete appendix for ortho products, outside labs, marketing, hygiene, hardware, and records