



# Dental Office Administration

*Geraldine S. Irlbacher-Girtel MEd, Guy Girtel*

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**Dental Office Administration** Geraldine S. Irlbacher-Girtel MEd, Guy Girtel

**Dental Office Administration** is a comprehensive resource that details the responsibilities of the dental office professional, providing practical communication techniques and tips for problem solving. It also provides the necessary clinical background information every dental office professional needs for a successful practice. Hands-on activities within the text require students to practice common tasks, such as dental charting, writing a memo, or conducting a mock telephone call with another student.

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