Course/Program Title:  DEN 115 Office Management  Date:  Spring 2016

Course/Program Team:  Rebecca Leonard

Expected Learning Outcomes:

1. Explain the appropriate care for patients with diverse cultures, values, and beliefs.
2. Recite / recall necessary steps to maintain an organized front desk.
3. Recall the importance of insurance, confidentiality, and the law.
4. Demonstrate proper handling of patient's charts
5. Examine the dynamic dental office management environment.
6. Critique the dental office management process.
7. Relate the importance of the office management to the clinical side of dentistry.
8. Explain back office management

Assessment:

Course completion:  Number passing at 75% or greater

Course outcomes:  Common Final exam questions
CO#1  Questions #5  diverse cultures, values and beliefs
CO#2  Questions #6, 7, 8,  Incoming billing and organizational skills
CO#3  Questions 2, 3, 4  HIPA confidentiality and the laws of each state
CO#4  Questions 5, 6  handling of pt.’s charts
CO#5  Questions 1, 2  Dental office management
CO#6  Questions 20-25 Critiques of dental office management
CO#7  Questions 25-30  Office management and clinical assisting
CO#8  Questions 35-40  Back office management

Validation:

Course Completion
Completion of course with an average grade of 75% or higher

Course Outcome 1  Common final exam question #5  Dealing with different beliefs in the dental office
Course outcome 2  Common final exam questions 6, 7, 8  Organizing the incoming bills and statements in the dental office
Results:
Course completion:
100% (14/14 students) completed the course with a grade of 75% or higher
0% (0/14 students) completed the course with a grade lower than 75%

Course outcomes (common final exam questions): (N=14)
Course outcome 1: question #5  90%
Course outcome 2: questions 6, 7, 8  88%
Course outcome 3: questions 2, 3, 4  92%
Course outcome 4: questions 5, 6  94%
Course outcome 5: questions 1, 2  81.2%
Course outcome 6: questions 20-25  82.5%
Course outcome 7: questions 25-30  90%
Course outcome 8: questions 35-40  92.3%

Follow-up:
Students met all outcomes for DEN115 course. All students (14/14 students) received a 75% or better on all of the above mentioned common final exam questions. All students (14/14 students) also received a 75% or better as a final grade for DEN 115 dental office management.

Budget Justification:
Add grading rubrics for all homework assignments to clarify essential components for the students. Use Bird and Robinson “Modern Dental Assisting” website to practice scheduling patients.