



ORIGINAL COURSE IMPLEMENTATION DATE: September 2024
 REVISED COURSE IMPLEMENTATION DATE:
 COURSE TO BE REVIEWED (six years after UEC approval): September 2029
 Course outline form version: 28/10/2022

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: DOR 05	Number of Credits: 0 Course credit policy (105)										
Course Full Title: Dental Office Accounting Course Short Title: Dental Office Accounting											
Faculty: Faculty of Education, Community, & Human Dev.	Department (or program if no department): Continuing Education										
Calendar Description: Provides training in aspects of account billing, payables, and aged receivables specific to the dental office. Students will learn how to enter and submit insurance claims, receive and post insurance and patient account payments, generate reports on aged receivables, bank deposits, and day end and month end reconciliations using Power Practice dental software systems.											
Prerequisites (or NONE):	A- or better in DOR 04.										
Corequisites (if applicable, or NONE):	NONE										
Pre/corequisites (if applicable, or NONE):	NONE										
Antirequisite Courses (<i>Cannot be taken for additional credit.</i>) Former course code/number: N/A Cross-listed with: N/A Equivalent course(s): N/A <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>	Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Annually Maximum enrolment (for information only): 24										
Typical Structure of Instructional Hours <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Lecture/seminar</td> <td style="width: 20%; text-align: center;">30</td> </tr> <tr> <td>Supervised laboratory hours (computer lab)</td> <td style="text-align: center;">15</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td style="text-align: right;">Total hours</td> <td style="text-align: center;">45</td> </tr> </table>	Lecture/seminar	30	Supervised laboratory hours (computer lab)	15					Total hours	45	Prior Learning Assessment and Recognition (PLAR) PLAR cannot be awarded for this course because: this is a course in a non-credit certificate program that relies on in class experience and training.
Lecture/seminar	30										
Supervised laboratory hours (computer lab)	15										
Total hours	45										
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Transfer Credit (<i>See bctransferguide.ca.</i>) Transfer credit already exists: No Submit outline for (re)articulation: No <i>(If yes, fill in transfer credit form.)</i>										
Department approval	Date of meeting: April 17, 2023										
Faculty Council approval	Date of meeting: May 26, 2023										
Undergraduate Education Committee (UEC) approval	Date of meeting: September 29, 2023										

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Explain dental insurance plan terminology, coverage, coverage types, clauses, and plan limitations.
2. Enter primary and secondary insurance plan information, post dental procedures, and generate dental insurance claim forms within Power Practice.
3. Prepare, send, receive, interpret, and post insurance claim payments for both primary and secondary insurance plans utilizing Power Practice.
4. Generate accounts receivables reports, to analyze account balances to interpret if the cost is to be resubmitted to an insurance plan or a statement is to be generated for the patient.
5. Explain account billings, payments, invoices, statements, and adjustments with patients.
6. List all types of office account payables and discuss how they are to be processed, recorded, and filed.
7. Explain office protocols for handling mail, run production reports and inventory control.
8. Produce and reconcile day end, month end, bank deposits and account adjustment reports.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Assignments:	30%	Lab work:	20%	%
Quizzes/tests:	20%	Final exam:	30%	%

Details:

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Combination of lectures, group activities, and self-directed learning.

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. Textbook	Sandie Baillargeon	Dental Office Administration, 2e	Current
2.			
3.			
4.			
5.			

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Power Practice dental software; access provided to the student to utilize for the duration of the program.

Course Content and Topics

1. Insurance claim submissions
2. Accounts receivables
3. Accounts payables
4. Office systems
5. Business banking
6. Power Practice dental software integration