



BACK BY POPULAR DEMAND! BECOME A DENTAL TREATMENT COORDINATOR

This 5-day course has been designed for dental assistants, receptionists or auxillary staff members as tools to present the best possible dentistry to their patients. The objectives are to develop treatment planning and presentation skills that are clear, concise and allow patients to make informed decisions about their dentistry.

The sessions will be interactive and include practice sessions and a workbook. Action planning session will help to develop your techniques and strategies in certain treatment presentation situations.

The course will be held at **Pro Art Dental Lab** on the following dates:

FRIDAY MARCH 5 / SATURDAY MARCH 6
FRIDAY MARCH 12 / SATURDAY MARCH 13
FRIDAY MARCH 19

Location:

855 Broadview Ave., Suite 408, Toronto, Ontario M4K 3Z1

The course will also be held at **Pow Laboratories Inc.** on the following dates:

FRIDAY APRIL 9 / SATURDAY APRIL 10
FRIDAY APRIL 16 / SATURDAY APRIL 17
FRIDAY APRIL 30

Location:

63 Ridgeway Circle, Woodstock, Ontario

TUITION IS \$795.00 + GST (INCLUDES LUNCH)
CLASSES START FROM 9:30 A.M. TO 3:30 P.M.

Reserve your spot early as this is a popular course.

SANDIE BAILLARGEON BUSINESS ANALYST / DENTAL PRACTICE MANAGEMENT CONSULTANT

Sandie is a leading authority on how to increase the effectiveness of medical and dental business systems. Ms. Baillargeon is author of two text books, *Dental Office Administration* and *The Canadian Dental Office Administrator*, published by ITP Nelson Canada. She created the first Certificate Course in Dental Practice Management at the University of Toronto, Faculty of Dentistry. Sandie has lectured at dental faculties across North America and has had many articles published in the *Journal of the Canadian Dental Association*. Sandie Baillargeon, Dental Office Consulting Services has been designated an approved Program Provider of the Academy of General Dentistry. All formal CDE programs are accepted by the AGD for membership maintenance, Fellowship and Mastership credits.

AGD Provider ID # 309115

TOPICS COVERED

- Role and responsibilities of a Treatment Coordinator
- Tools and job aids, treatment planning sheets, coding, sequencing of appointments
- How to improve case acceptance
- Understanding the psychology of patient motivation
- Consultative Treatment Planning
- Making Effective Case Presentations
- Overcoming prejudgments and breaking free of the insurance trap
- Close the sale with confirmed appointments and a secure financial commitment
- How to present financial options and conduct a financial discussion
- Everything you need to know about dealing with dental insurance carriers
- Digital Photography in the Dental Office

CALL (905) 336-7624 for more information or visit my website at www.dentalofficeconsulting.com to download a registration form.

PRO-ART
ETHNIC
DENTAL LABORATORY LIMITED
INSTITUTE OF DENTAL TECHNOLOGY™

Pow Laboratories Inc.
Leaders in Cosmetic Dentistry

Academy
of General Dentistry
PACE
Program Approval for
Continuing Education

SANDIE BAILLARGEON
DENTAL OFFICE CONSULTING SERVICES

