Dental Practice Management Basics

OM101

AMERICAN ASSOCIATION OF DENTAL OFFICE MANAGEMENT
AADOM
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Fundamentals for Success as a Dental Office Manager

Guiding You Through Your First Year

Whether you're a newly appointed dental office manager, a newcomer to the dental industry, or a dental administrative team member motivated to learn, The Office Manager Training Series (OM101) is your essential guide to navigate through your inaugural year.

What's Included

Seven-Module Series

This comprehensive series encompasses a wide range of topics, from taking on a leadership role, human resources, treatment planning, financial management, and so much more!

Forms

OM101 provides a handy first-year checklist outlining the key responsibilities that a front office manager should proficiently handle and BONUS templates (Time Off Management, Supply Order List).

Certificates & CE

Certificates of completion are provided for each module upon successfully passing the module quiz. Plus, you'll receive seven CE credits towards AADOM Fellowship (also AGD/Pace approved).

Course Highlights

OM101 helps you acquire and hone your skills. Some highlights from the course include:

- Understanding your daily tasks
- Effective scheduling
- Learning and improving office systems
- Running effective team meetings
- Understanding reports and analysis
- A checklist for your first year
- Common forms you'll need for your practice

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The Support You've Wished for is Here!

Learn more at dentalmanagers.com/om101