

**University of Nevada Las Vegas
School of Dental Medicine**

Course Syllabus

PGDE 8715 – Practice Management

Credit Hours: 2

Contact Hours: 32

1. GENERAL INFORMATION

- a. Course Director: Arlene M. Joyner-Tucker, D.D.S.
- b. Course Director Email: Arlene.Joyner@sdm.unlv.edu/ dent4kid@aol.com
- c. Office Location: Building D, Room 253
- d. Office Telephone Number: 702-774-2664/ 702-835-2389 cell
- e. Department: Pediatric Dentistry
- f. Designation: Clinical
- g. Type: Required
- h. Day and Time: Tuesday 8am-9am or TBA
- i. Location(s): Bldg. A Pediatric Homeroom- 104C

2. COURSE DESCRIPTION

An overview of dental practice management to include types of practice models ;structure of a dental practice; individual roles of the dentist; role of third party payors; personal insurances; and asset building

- a. **Prerequisites** -Year two pediatric dental resident

3. LEARNING RESOURCES

- a. Manuals
- b. PowerPoint's, Journal Articles, Websites, etc.
- c. Visiting guest lecturers in their prospective fields of expertise

4. PARTICIPATING FACULTY

- a. Cody Hughes, D.M.D

5. COURSE GOALS AND OBJECTIVES

For residents to better understand their role as a Pediatric Dentist upon completion of program.

- a. How to structure a resume for an interview
- b. Working interview

- c. Different practice models
- d. Importance of your dental team
- e. Third party insurance
- f. Dental equipment-new/used
- g. Buy/sell agreements
- h. Dental office real estate
- i. Retirement planning
- j. Role of personal insurance (i.e. : malpractice, disability)

6. SDM COMPETENCIES ADDRESSED/SUPPORTED

1. Develop principles of ethical reasoning and professional responsibility as they pertain to the academic environment, patient care, practice management, and research

7. EVALUATION

- a. Pass/ fail
- b. Class participation

8. COURSE SCHEDULE (INSTRUCTIONAL SESSIONS)

Session	Topic	Faculty/Guest Speaker
1.	Overview of Practice Management	Dr. Joyner
2.	CV's	Dr. Joyner
3.	Associateships	TBA
4.	Start Up vs. Associate Buy-In	Dr. Joyner
5.	Partnerships	Dr. Joyner
6.	Employee Dentist	Dr. Sanders
7.	Corporate vs. Private Practice	TBA
8.	Start Up's- What Not To Do	Dr. Hughes
9.	Contract Agreements	Dr. Joyner
10.	Practice Location/Type	Roy Dickson
11.	Practice Build-Out	Dr. Joyner
12.	Equipment Specialist	Dr. Joyner/ Patterson Dental
13.	Equipment Specialist	Dr. Joyner/ Burkhardt Dental
14.	Insurance Credentialing	Dr. Joyner
15.	Scheduling	Dr. Joyner
16.	Staffing	Roxanne Barajas
17.	Invisalign Teen/EZ Pedo	TBA
18.	A/R	Dr. Joyner
19.	Wealth Building/Retirement Planning	New York Life/ Travis/Eagleson Financial Grp./Anthony J. Faso, CPA
20.	Levin Practice Management	TBA

21.	ICare Financial Webinar	Dr. Joyner/ Jessica, Consultant
22.	Care Credit	Dr. Joyner/ Dave Meng
23.	Proper Diagnoses	Dr. Joyner
24.	A Dentist Guide to Referrals	Dr. Joyner

9. SPECIFIC CLASS POLICIES AND PROCEDURES

- a. Attendance Policy -Mandatory

10. UNIVERSITY WIDE POLICIES/PROCEDURES

- a. Disability Resource Center

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. Please note that the UNLV Disability Resource Center (DRC) coordinates all accommodations for students with documented disabilities. The DRC is the official office to review and house disability documentation for students, and to provide them with an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted. The DRC strongly encourages faculty to provide accommodations only if and when they are in receipt of said plan. Faculty should not provide students accommodations without being in receipt of this. If you have a documented disability that may require accommodations, you will need to contact the DRC for the coordination of services. The DRC is located on the main campus in the Student Services Complex (SSC), Room 137, and the contact numbers are: VOICE (702) 895-0866, TTY (702) 895-0652, FAX (702) 895-0651. For additional information, please visit: <http://drc.unlv.edu> . **In addition, you will need to promptly inform the UNLV SDM Office of Student Affairs of any determination made by the DRC.**

- b. Copyright and Fair Use

The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. **YOUR ARE INDIVIDUALLY AND SOLELY RESPONSIBLE FOR VIOLATIONS OF COPYRIGHT AND FAIR USE LAWS. THE UNIVERSITY WILL NEITHER**

PROTECT NOR DEFEND YOU NOR ASSUME ANY RESPONSIBILITY FOR EMPLOYEE OF STUDENT VIOLATIONS OF FAIR USE LAWS. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at <http://provost.unlv.edu/copyright/statements.html>

The information provided to you in this course in the form of handouts, outlines, synopses, PowerPoint presentations, tests, etc. are the intellectual property of the individual faculty. These materials are provided for student use only within the domain of the UNLV School of Dental Medicine. Use of this material by students outside the University setting or distribution of this material to anyone not affiliated with the UNLV SDM constitutes a copyright violation.

c. Observance of Religious Holidays

As a general rule, a student missing a class or laboratory assignment because of observance of a religious holiday shall have the opportunity to make up missed work. **Students must notify the course director of anticipated absences by the last day of late registration to be assured of this opportunity.** Faculty may give students an additional week to complete missed work, but must set a clear deadline. Note: Student who represents UNLV SDM at any official extracurricular activity shall also have the opportunity to make up assignments, but the student must provide official written notification to the instructor no less than one week prior to the missed class (es).

d. Falsification of Documents or Other Information

The UNLV Student Conduct Code and the UNLV School of Dental Medicine prohibits the forging and falsification of any documents or records. This includes, but is not limited to, the forging, altering, misusing, providing or causing any false information to be entered on ANY University or School of Dental Medicine PRINTED OR ELECTRONIC documents, records (including patient records), or identification cards. The falsification of data, improper assignment of authorship of school work or other scholarly activity, claiming another person's work as one's own, unprofessional manipulation of experiments or of research procedures, or misappropriation of research funds will not be tolerated. Commission of any act of forgery or

falsification as described will result in disciplinary action and sanctions as stated in the School of Dental Medicine Honor Code.

e. Academic Misconduct

Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the exceptions of the “Student Academic Misconduct Policy” and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution. An example of academic misconduct is plagiarism: “Using the words or ideas of another, from the internet or any source, without proper citation of the sources.” For more information regarding the “Student Academic Misconduct Policy” (approved December 9, 2005), go to <http://studentlife.unlv.edu/judicial/misconductPolicy.html> or the UNLV School of Dental Medicine Student Handbook for more information.

f. E-Mail

By policy, faculty and staff should only e-mail students SDMail accounts. SDMail is the UNLV School of Dental Medicine official e-mail system for students. It is the one of the primary ways students receive official university communication. All UNLV SDM students receive an SDMail account after admission to SDM. As a reminder, sending information by e-mail should be done in an appropriate and professional manner.

g. Consensual Relationships

UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other. For further information, go to <http://hr.unlv.edu/Policy/consensual.html> .

h. UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-301. Although walk-in consultations are sometimes available, students with

appointments will receive priority assistance. Appointments may be made in person or by calling 895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. <http://writingcenter.unlv.edu/>

i. Tutoring

The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex, #22 on the current UNLV map. Students may learn more about tutoring services by calling 895-3177 or visiting the tutoring web site at:

<http://academicsuccess.unlv.edu/tutoring/>

j. Incomplete Grades

The grade of I – Incomplete – can be granted when a student has satisfactorily completed all course work up to the withdrawal date of that semester/session but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. A student who receives an I is responsible for making up whatever work was lacking at the end of the semester. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the grade.