


# Dental

## Dental Scheduler

**Audience:** All staff that schedule dental appointments

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Pre-Requisite E-Learning Courses	Dental Scheduler: Live Session	Training Track Complete

## Dental Scheduler

	Prerequisites
Instructor-Led Course Length: 8 hours	
<p><b>Course Description:</b> In this course, you will learn how to register patients, schedule dental appointments for both preventive care and planned treatments, arrive and check out patients and update patient's insurance coverage. You will also learn how to follow up with patients for recall. Schedule from a workqueue and you will learn how the Snapboard is used as a visual tool for scheduling.</p>	<ul style="list-style-type: none"> <li>• Overview of Hyperspace for Revenue and Access Products</li> <li>• Overview of the Interactive Face Sheet</li> <li>• Report Setup</li> <li>• Overview of the Appointment Desk</li> <li>• Overview of Making an Appointment</li> <li>• Overview of the Snapboard</li> <li>• Interpreting Provider Schedules</li> <li>• Overview of Workqueues for Access</li> <li>• Overview of Registration in a Hospital Settings</li> <li>• Overview of Registration in an Outpatient Clinic Setting</li> </ul>