



American Dental Association  
www.ada.org

211 East Chicago Avenue  
Chicago, Illinois 60611-2678

**Council On Dental Practice Phone: 312-440-2895 Fax: 312-440-2924**

**PRACTICE MANAGEMENT GUIDELINES & MARKETING RESOURCES - ORDER FORM**

**3 WAYS TO ORDER the resources below: CALL:** ADA's toll-free number, ext. 2895 or 312-440-2895, **FAX:** 312-440-2924, or **MAIL:** American Dental Association, CDP Resources, 211 East Chicago Avenue, Chicago, Illinois 60611.  
**IL residents add 8.75% tax and DC residents add 5.75% tax. Please make checks payable to: American Dental Association**

ADA Member # \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Name \_\_\_\_\_ Attn \_\_\_\_\_  
 Address \_\_\_\_\_ Apt/Suite \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

Members \$50       Nonmembers \$110

**ALL MATERIALS LISTED**

Members FREE       Nonmembers \$15 each

**Directory of Dental Practice Appraisers and Brokers**  
**Description:** A listing of professionals who are engaged in providing dental practice appraisals and who have paid to advertise their services. **Available online.**

**Directory of Practice Management Consultants**  
**Description:** A listing of professionals who are engaged in providing staff training and motivation; assist with streamlining scheduling and supply procedures; create unique, comprehensive marketing strategies; or assist dentists in understanding regulatory requirements and who have paid to advertise their services. **Available online.**

**Dental Records**  
**Description:** Provides helpful information for dentists and the dental team about the dental record, including the components of a dental record, ownership of the record, how to make entries, how to transfer records, how long records should be kept and disposal information. **Available online.**

**Dental Abbreviations, Symbols and Acronyms**  
**Description:** A resource for commonly used dental abbreviations, symbols and acronyms. This collection attempts to provide uniformity for authors, educators, practitioners, oral health care students and others who may have a need to use or know common dental and dental-related abbreviations, symbols and acronyms. **Available online.**

Members \$10 each       Nonmembers \$15 each

**Dental Mass Disaster Identification Teams in the United States**  
**Description:** A listing of State Dental Mass Disaster Identification Teams in the United States, forensic resources, and guidelines for the development of a disaster identification team. **Available online.**

**Closing A Dental Practice: A Guide for the Retiring Dentist or Surviving Spouse**  
**Description:** A guide to provide general background information on managing patient records, dismissing staff, disposing of equipment and supplies, necessary notification. Contains sample letters and tips on ways to close a dental practice at retirement or in the event of a dentist's long-term illness or death. **Available online.**

**Emergency Planning & Disaster Recovery in the Dental Office**  
**Description:** A guide to assist dentists in emergency planning and disaster recovery preceding and following a natural or man-made catastrophe. **Available online.**

**Marketing Resources**

Members \$5 set       Nonmembers \$10 set

- ◆ Marketing Resources Guide
- ◆ Surveys for the Dental Practice

**Description:** Resources to assist dentists with marketing their dental practice and measuring patient satisfaction.

**Practice Management Guidelines (All 10 listed below)**

Members \$10 set       Nonmembers \$15 set

- ◆ Establishing a Dental Placement Service
- ◆ Flexible Benefit Plans in Dental Office
- ◆ General Guidelines for Developing Business Plans
- ◆ General Guidelines for Referring Dental Patients
- ◆ General Guidelines for Written Employment Agreements Between Dentists and Employees
- ◆ Guidelines for the Development of Mutual Aid Agreements in Dentistry
- ◆ Informed Consent and the Law Article
- ◆ Resources for On-the-Job Training of Dental Assistants
- ◆ The Dentist's Role in Forensic Identification: The Release of Dental Records & Radiographs, and Denture Labeling
- ◆ Practice Words of Wisdom Booklet

**Description:** Dental practice management guidelines from publications and practicing dentists about some aspects of starting or operating a dental practice.

Amount Due: \$ \_\_\_\_\_ Date \_\_\_\_\_ Received By \_\_\_\_\_  
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