The Executive Practice Management™ Program for Dentists

"Bridging the Knowledge Gap from Clinical Dentist to Business Owner"

A 13-Month Comprehensive Business Course

October 2015 – October 2016

Office of Continuing Dental Education
College of Dentistry, University of Florida

WELCOME!

This course prepares dentists to become business owners and executive managers within their dental practices. The curriculum for this 13-month program focuses on the critical components of business ownership not taught within traditional dental education (DMD/DDS) programs.

COURSE DESCRIPTION:

The Executive Practice Management™ Program for Dentists is a comprehensive academic program that bridges the knowledge gap from "clinical dentist" to "business owner."

This course includes a extensive, hands-on, *13-month* program with monthly meetings *along with* a supplemental online web course "eCommunity," that is solely customized to dental practice Management™ . With the goal of increasing dentists' business acumen and skills, this innovative program teaches dentists the critical aspects of finance, operations and HR management. From buying, building or becoming an associate, to debt reduction through overhead control, and wealth accumulation for practice transitions; this program encompasses a business school curriculum customized to executive dental practice owner hip.

Topics are divided into 13 modules with each module taught during one weekend a month. Instructional methods include lecture, hands-on workshops, guest lectures, and online supplemental learning between meeting dates. Dentists are proactively involved in the learning process and development of applicable projects/ deliverables that can be implemented into their dental practices immediately.
Concepts of basic accounting/bookkeeping, practice financials, employment law, social marketing, staffing, sales forecasting, dental leadership, communications, legal compliance, and wealth accumulation serve as primary content for this course.

COURSE GOAL:

The goal of this program is to develop dentists' business skills which should enable them to increase practice efficiencies and focus on serving patients' needs. Dental practices that are soundly managed by knowledgeable dental business owners are better positioned for financial growth and sustainability, allowing the provider to focus on delivery of more affordable, high quality care for their patients.

COURSE OBJECTIVES:

Upon completion of this course, the successful students will be able to:

- Define and understand the dental career opportunities and legal ownership types available to dentists.
- Analyze and quantify the major costs and processes associated with building, buying or renovating a dental practice.
- Develop an action plan for their targeted career path and goals.
- Create plans for business, staffing, marketing analysis, and sales forecasting; and create employee, clinical and operating manuals.
- Develop skills to analyze and control practice overhead, debt and equity.
- Define and summarize their leadership role, personality style and communication skills as a practice owner and employer.
- Build a team that reflects and shares the practice mission, vision and goals.
- Formulate and evaluate practice financial documents through the use of practice financial data and bookkeeping software.
- Manage and track key practice trends, expenses, and overhead percentages as they relate to industry benchmarks.
- Develop an expanded understanding of insurance plans, contracting, billing, coding, and the appeals process.
- Identify, integrate and manage the requirements for federal, state and local compliance with employment laws, OSHA, HIPAA, HITECH, MSDS, and Worker's Compensation.
- Gain an understanding of the legal requirements of dentists as employers and human resource managers.
- Expand their understanding of the relationship between sound business practices and their impact on practice profitability.
- Create a personal financial plan for wealth accumulation and retirement.
- Establish a path towards retirement and the practice transitions process.

COURSE PREREQUISITES:

Students must be practicing, actively-licensed dentists, newly graduated dentists, or graduating dentists in an accredited dental program, to be accepted to the Executive Practice Management™ Program.

COURSE CREDITS:

This course is 189 credit hours towards the Practice Management™ biennium requirements, and includes 14 contact hours of lecture for each of the 13 Modules. (First module includes 21 CEUs.)
189 CEU, participation

Course Fee:

$16,787.00.* Payment of fees may be handled in one of two ways**: The full tuition may be paid in advance, or a non-refundable deposit of $2,500 plus first module payment of $1,099 (**total of $3,599.00**) is due upon acceptance of the application, followed by twelve interest free consecutive monthly payments of $1,099.00 each.

*The tuition may be tax deductible; dentists are encouraged to speak to their accountants.

**Please contact us for information on other financial options and longer term financing.

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"University of Florida College of Dentistry is approved by the National Committee on Continuing Dental Education of the American Dental Association as a sponsor of continuing dental education for Activity Classification C. Sponsor approval granted by the National Committee neither constitutes nor implies approval or endorsement of any specific continuing education activity or course content."

The University of Florida encourages participation in its educational programs by qualified persons of both sexes from all cultural, racial, religious and ethnic groups.

The University of Florida is an Equal Employment Opportunity/Affirmative Action institution and does not discriminate against persons because of race, national origin, religion or creed, sex, age, or handicap.

While every effort is made to provide accurate and current information, the University of Florida College of Dentistry reserves the right to change without notice statements in this document concerning rules, policies, fees, curriculum, or other matters.

A Message from the CE Assistant Dean

The University Of Florida College Of Dentistry is working hard to be your trusted resource for continuing dental education. Therefore, we are proud to offer the new Executive Practice Management™ Program for Dentists. This unprecedented 13-month Executive Program is designed to bridge the knowledge gap from clinical dentist to business owner.

A common concern we hear from our most recent alumni is that they wish they had learned more about the business aspects of dentistry. While clinical skills are important to develop a successful practice, knowledge of small business principles is equally important.

Our job, then, as your partner in professional development and life-long learning, is to provide you with the total package you need to make your practice as successful as it can be. The Executive Practice Management™ Program for Dentists attempts to fill a void many of you have identified by bridging the knowledge and skill gap between the dentist as clinician and the dentist as business owner.

If we are successful in serving the dental community in this way, then we will have been successful in advancing our mission of excellence through teaching, research and service.

Sincerely,

James E. Haddix D.M.D.

James E Haddix, D.M.D
Assistant Dean for Continuing Education

College of Dentistry

Office of Continuing Dental Education

James Haddix, D.M.D.
CDE Assistant Dean

Lynn King, M.B.A., C.P.P., C.G.M.P.
CDE Assistant Director

ADA C·E·R·P® | Continuing Education Recognition Program

University of Florida is an ADA CERP Recognized Provider. ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry. University of Florida designates each activity for the listed credit hours of continuing education credits. Concerns or complaints about a CE provider may be directed to the provider or to ADA CERP at www.ada.org/goto/cerp

Dental educational institutions have an obligation to disseminate new knowledge related to dental practice. In so doing, some presentations may include controversial materials or commercial references. Sponsorship of a dental continuing education course by the University of Florida does not necessarily imply endorsement of a particular philosophy, procedure or product by this institution. Continuing education courses do not necessarily reflect the philosophies of the University of Florida predoctoral or post-doctoral training programs.

BASIS FOR SUCCESSFUL COMPLETION OF THE COURSE:

Achievement of the final of completion will consist of the timely and successful completion of activities, assessments, evaluations and each module's deliverables within the assigned time frame. Due dates are listed within the course documents and schedule, as well as on the web course. Attendance at all 13 modules is required. Each monthly Module is listed below.

Module 1 Topic: Dental Leadership and Personality Styles **October 16-18, 2015**

Curriculum Focus:

- Discussing the importance of dentists as leaders versus managers
- Introducing various organizational and leadership theories
- Identifying various personality styles, traits, and their impact on dental practice leadership
- Assessing personality types through Myers-Briggs testing
- Reviewing strategies for enhancing leadership

Assignments:

- Developing a Leadership Plan
- Incorporating the MBTI Personality Profile into the Leadership Plan

Module 2 Topic: Dental Communication and Team Building **November 14-15, 2015**

Curriculum Focus:

- Identifying the communication models and theories
- Illustrating barriers to successful communication
- Correlating communication skills with productivity and team building
- Identifying strategies to interview, hire and build a motivated team
- Communication skills for managing patients and staff
- Enhancing communication skills through role playing and oral presentations
- Identifying communication skills needed for conducting performance evaluations, conflict resolution sessions, and improvement plans
- Assessing team building activities and incentive programs
- Evaluating key aspects of successful teams

Assignments:

- Oral Presentations and Role Playing activities
- Developing an action plan for team building
- Completing a Communication Plan

Module 3 Topic: Build, Buy or Become an Associate/Employee **December 5-6, 2015**

Curriculum Focus:

- Presenting the different types of career opportunities for dentists
- Defining the different types of practice ownership options and their associated tax benefits vs. liability exposure
- Illustrating and comparing the differences between being an Associate vs. Employee status
- Discussing the process and components of financing a practice purchase, renovation or build out
- Estimating major costs and expenses associated with a practice purchase, renovation or build out

Assignments:

- Written goal setting for future career choice
- Planning and estimating either a 1. Purchase, 2. Renovation or 3. Build out
- Building a Decision Matrix
- Final Paper to encompass the above three assignments

Module 4 Topic: Business Plan 101 **January 9-10, 2016**

Curriculum Focus:

- Identifying the purpose and use of a Business Plan
- Presenting the different spreadsheets used in a Business Plan
- Illustrating the origins of the spreadsheet's content
- Reviewing the different sections of a Business Plan
- **This Module includes the option for a dentist's administrator to attend with the dentist for an additional fee of $549.00**

Assignments:

- Completing the worksheets needed for the spreadsheets
- Populating the spreadsheets into the Business Plan
- Completing the written sections of the Business Plan
- Incorporating both spreadsheets and written sections into the final Business Plan

Module 5 Topic: Staffing Your Practice **February 6-7, 2016**

Curriculum Focus:

- Evaluating the staffing needs for different practices
- Estimating cost of staff positions, salaries, benefits and compensation packages
- Presenting various dental staffing job descriptions, functions, duties and responsibilities
- Viewing a current market analysis for staff positions

Assignments:

- Clarifying needed staff positions, functions and responsibilities
- Estimating the cost of the defined staff compensation package
- Developing documented job descriptions
- Creating a Practice Staffing Plan encompassing all components from the above assignments

Module 6 Topic: Practice Financials and Quickbooks **March 5-6, 2016**

Curriculum Focus:

- Installing and operating Quickbooks Software
- Presenting basic bookkeeping and accounting concepts
- Introducing and reviewing the purpose of financial statements
- Illustrating the tracking of accounts payable and receivables, payroll, production and collections
- Interpreting a practice's financial data and statements

Assignments:

- Creating a Practice Account and Profile in Quickbooks
- Setting up a dental practice Chart of Accounts
- Posting financial data for a practice's revenue and expenses
- Creating, analyzing and reporting on the correlated Financial Statements

Module 7 Topic: Operational Overhead and Insurance **April 2-3, 2016**

Curriculum Focus:

- Analyzing operational costs through software tracking tools
- Determining the percentages and ratios needed for financial viability and growth
- Presenting and tracking practice overhead using MS Office tools and practice software
- Correlating overhead control with increased profitability and practice equity
- Illustrating the impact of overhead control on debt reduction

- Evaluating the dental insurance contracting process and options
- Analyzing fee and reimbursement structures
- Understanding the components of successful dental insurance coding, billing and appeals processes
- Introducing dental insurance billing systems as a team-focused activity
- **This Module includes the option for a dentist's administrator to attend with the dentist for an additional fee of $549.00**

Assignments:

- Creating a Practice Insurance Plan for plans accepted, with methods for tracking and maintaining the insurance processes
- Developing a Practice Financial Plan for overhead control, debt reduction and equity building
- Defining tools, resources, and staff responsibilities needed for implementing and maintaining both Plans (Insurance and Financial)

Module 8 Topic: Marketing Plan 101 **May 14-15, 2016**

Curriculum Focus:

- Presenting sales, marketing and promotional concepts and theories
- Reviewing contemporary marketing strategies and costs
- Discussing the components of a Marketing Plan
- Identifying the key aspects of target marketing and social media
- Illustrating the purpose of conducting a SWOT Analysis
- Evaluating methodology for tracking marketing efforts
- **This Module includes the option for a dentist's administrator to attend with the dentist for an additional fee of $549.00**

Assignments:

- Creating a Marketing Budget
- Developing a Marketing Plan

Module 9 Topic: Employment Law and Employer Compliance **June 11-12, 2016**

Curriculum Focus:

- Presenting the Federal, State and local employment laws that dentists are required to comply with as employers
- Identifying additional Dental Practice Act regulations and Florida Statutes that impact dental practice management
- Reviewing compliance methodology and strategies
- Discussing legal risks, turnover costs, and litigation fees and consequences

Assignments:

- Create Risk Minimization Strategy
- Develop Legal Compliance Strategy

Module 10 Topic: The Practice Employee Manual and Your Practice Operating/Clinical Manual **July 9-10, 2016**

Curriculum Focus:

- Reviewing legal issues and trends within dental practices
- Identifying the purpose, need and importance of an updated Employee Manual and Operating/Clinical Manual

- Illustrating the criteria and requirements of a legally compliant Employee Manual and Operating/Clinical Manual
- Introducing Arbitration and Mediation Clauses as alternative dispute resolution addendums within Employee Manuals
- Discussing the purpose and need for an Operating and Clinical Manual that reflects your practice's specific protocols and procedures
- **This Module includes the option for a dentist's administrator to attend with the dentist for an additional fee of $549.00**

Assignments:

- Creating The Practice Employee Manual and Operating/Clinical Manual
- Developing an implementation and annual review strategy

Module 11 Topic: OSHA, HIPAA, HITECH Act and Omnibus Rules August 6-7, 2016

Curriculum Focus:

- Reviewing the updates and requirements of OSHA, HIPAA, and the HITECH Act
- Maintaining compliance with documentation systems, education, and annual training
- Addressing the purpose and procedures required for maintaining MSDS, Injury and Needlestick Logs
- Identifying Worker's Compensation issues and practice safety protocols
- Identifying the key components of the HITECH Act (and Omnibus Rules) that impact practice management processes
- **This Module includes the option for a dentist's administrator to attend with the dentist for an additional fee of $549.00**

Assignments:

- Developing a training schedule and action plan for OSHA and HIPAA requirements

Module 12 Topic: Wealth Accumulation and Your Personal Financial Plan September 10-11, 2016

Curriculum Focus:

- Introducing the time value of money
- Addressing barriers to wealth accumulation
- Reviewing retirement planning programs implemented through the practice
- Presenting financial planning, financial planners and financial brokers
- Quantifying wealth accumulation

Assignments:

- Developing a Personal Financial Plan

Module 13 Topic: Planning for Retirement and Practice Transitions Sept. 30 – Oct. 1, 2016

Curriculum Focus:

- Presenting strategies for retirement
- Evaluating key components that enable retirement
- Discussing the financial principles needed for retirement
- Addressing the methodology for valuing a practice
- Reviewing the legal requirements for releasing patients
- Discussing end of career options

Assignments:

- Develop a Personal Retirement Plan to include the goals for Practice Transitions

REQUIRED MATERIALS

Handouts, and power points will be provided at each correlated weekend; beginning with the first weekend of face to face class.

Materials supplied by each enrolled dentist

1. Portable Laptop Computer (Less than one year old – Hardware requirements for Laptop provided to enrolled dentists) – with the following software loaded. (Recommended versions meet current specs to interface with Eaglesoft software which will be demonstrated in the course.)
    1. Windows 8 Professional
    2. MS Office 365 and
    3. Quickbooks Premier 2014
2. Windows 8 Professional
3. Microsoft Office 365 -Full Version with MS Word, Excel & PowerPoint
4. Quickbooks Premier 2014 Software (Enhanced Payroll Add-On Is Optional)
5. Calculator (Can use cell phone if it contains a sufficient calculator)
6. Textbooks will be required purchases by enrolled students at various intervals within the 13 month program. A list will be provided by September 1, 2015 to each enrolled student.
7. Myers-Briggs Personality Testing Fee

Materials supplied by the University of Florida:

1. Binders: Two 3 inch D-ring
2. One - 15 Tabbed Binder Dividers
3. Yellow Highlighter, Black Sharpie, Pens and Pencil
4. Handouts made available on the website, and power points will be provided at each correlated weekend; beginning with the first weekend of face to face class.

SUPPLEMENTARY/ADDITIONAL MATERIALS:
Each enrolled cohort member must have sufficient reliable internet service/speed at home for use of the UF Sakai Webcourse, the Google Blogs, Skype, and email access. Additional material may consist of text readings, case studies, and worksheets that supplement and enhance the topics of each weekend module. These will be located as a MS Word document inside the UF Sakai Webcourse, or will be emailed to the cohort group in advance by the Instructor. .

COURSE POLICIES REGARDING GRADES:
Late Work Policy: All work is expected to be turned in on time in the appropriate area of this course. Barring a documented medical emergency, late work is discouraged and negatively impacts both the student and instructor's schedule. This is a dynamic environment and the schedule may change during the semester. Check your email and the course home page for announcements indicating change, at least three times per week. Deliverables will be due no later than one month from their assigned dates.

COURSE POLICIES: TECHNOLOGY AND MEDIA
Lynda.com tutorials are provided to each enrolled cohort member to complete in advance of the course start date. Instructions for accessing the Lynda.com tutorials through the UF Sakai Webcourse will be provided to each enrolled dentist upon completion of full registration and payment. Dentists who complete the tutorials on MS Office 365, QuickBooks 2014, and other software to be used,

reduce their homework time dramatically due to the familiarity of the software through Lynda.com. These tutorials *should be* completed prior to beginning the course, or one month prior to each corresponding module.

Email: Email will be the primary source of communication in this online course between monthly meetings. The average response time for email is 24-48 hours during the work week and 48 hours on weekends. Students will be expected to have daily access to the internet and email, since your instructor will be emailing students about assignment updates, additions and changes. All email will be conducted through the UF web course, for ease of tracking. In addition, students will need to register for a Gmail email address through Google's email provider: Gmail. This Gmail address will be required for the course's blog community. Instructions for obtaining this type of email account will be provided within the UF Webcourse.

Google Blogs: This course will use Google Blogs as an eCommunity platform for networking and discussions. Use of a Gmail account is needed to access the course's blog forum. Instructions for account set up are provided within the UF Webcourse.

Internet Access: Reliable computer and internet access is critical for the successful completion of this course. It is the student's responsibility to ensure computers and internet access are reliable. In the event of a technical issue, contact Online Support at http://helpdesk.ufl.edu/ for assistance.

UF Sakai Webcourse: This course includes a supplemental online Webcourse and eCommunity; thus, students are encouraged to log on to the Webcourse at least once daily. Dr. Driscoll will provide information that is disseminated via the Webcourse between meeting dates. In the event of a campus wide emergency or campus wide computer failure, you may contact Dr. Driscoll at 407-252-0471.

COURSE POLICIES ON STUDENT EXPECTATIONS:

Attendance: Attendance and engagement in both the face to face monthly meetings and the online coursework is expected. All modules within this program tie-in to each other, therefore this program cannot be taken in an 'ala carte' fashion. Please notify the course Instructor and registrar if a potential conflict or emergency arises that may impact the attendance requirements for this course. Any absences will need to be made up at the next course offering and at the prevailing rate. Full s of completion nor CEU's will not be provided nor reported until full attendance and course completion is achieved.

Administrators may attend specified modules, with their dentist employer, for the fee of $549.00 paid one month prior to specified module (See Modules listed on pgs. 5-8)

Assignments: Each Module contains assignments which will need to be completed by each enrolled dentist in order to receive the course CEUs. These assignments should be considered homework to be completed between the monthly meetings, in a timely fashion. Due dates for each month's assignments are listed within the UF Sakai Webcourse, where dentists will be submitting their completed Module Assignments. The estimated time for completion of monthly homework assignments is solely dependent on each enrolled dentist's familiarity with the course software, and their individual computer skills. Therefore, dentists are strongly encouraged to complete the Lynda.com software tutorials as soon as possible to increase their knowledge, skills and familiarity with the computer and course software. Monthly homework assignments can take between 4-10 hours to complete, depending on the dentist's computer and software skills. Due to the varying length of time dentists may take to complete these assignments, CEUs earned for each Module will include both attendance and completion of each Module's Assignments. CEU's will be distributed upon successful completion of both attendance and assignments for each monthly Module.

Disability Access: The University of Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need accommodations in this course should contact the instructor at the beginning of the semester to discuss needed accommodations.

Academic Conduct Policy: Academic honesty is an expected requirement of all students at the University of Florida. Each student is required to complete all course work on his or her own.

Learning Methodology: This is a course that is structured to foster learning from your peers as well as from your instructor. The face to face meetings will incorporate both lecture and interactive, hands-on learning activities. The learning process continues in-between monthly meetings through the participation inside the UF Sakai Webcourse, and discussions held within the course Google Blogs. Because the online environment is a somewhat self-directed learning environment, it is important that we are all attentive to supporting the learning eCommunity. As members of the learning community, students are encouraged to help everyone grow by contributing materials and comments. You each have much to offer, by your questions, your contributions and your presence. While you aren't graded, per se, on your community-building efforts, experience shows that the learning process is significantly enhanced by this activity. While online discussions are not graded, they indicate a form of "attendance". Your successful completion of this 13-month program may be influenced by your participation (or lack thereof) in online discussions.

ALL DUE DATES WILL ALSO BE POSTED INSIDE THE WEBCOURSE UNDER THE CALENDAR. It is highly recommended that students check the calendar daily and set alarms or reminders for each due date and time. Smart phones or online calendars are great resources for setting such reminders/alarms.

Instructor:	Dr. Annelise Driscoll
Office Location:	Online Virtual Office via UF Sakai Web Course
Virtual Office Hours:	Mon-Thurs. 4-7 pm via SKYPE
	Additional appointments can be made via course email
Instructor Contact Information:	Email through the UF Sakai Web Course
***Email Alternative:**	DrAnneliseDriscoll@gmail.com
***Phone:**	407-252-0471
Fax:	813-891-6264 or 352-392-2805
Class Meeting Days:	Saturday and Sunday of each month
Class Meeting Location:	University Partnership Center – Pharmacy Building
	At St. Petersburg College
	9200 113th St. N
	Seminole, FL 33772
Contact Info:	P.O. Box 100417 Gainesville, FL 32610-0417

Dr. Annelise Driscoll, Director
Phone: 407-252-0471
Fax: 813-891-6264 or 352-392-2805
Email: DrAnneliseDriscoll@gmail.com

James Haddix, Assistant Dean, Continuing Dental Education
Phone: 352-273-8482
Fax: 352-392-2805
Email: jhaddix@dental.ufl.edu

Dr. Annelise Ydstebo Driscoll

Dr. Driscoll is an accomplished Educator, Administrator, Researcher and Consultant with approximately 30 years experience in Health Care. As the designer, consultant, project developer and founding Dental Center

Director and Assistant Director of Dental Services at the University of Central Florida's profitable state-of-the-art campus UCF Dental Center; and founding designer and project development consultant on the Florida State University Dental Center, she brings with her an extensive background in oral health and dentistry. Dr. Driscoll has been in the Healthcare field for 25 years as a Practice Administrator in private, public and corporate practices of different sizes, before transitioning to10 years of academic teaching, research, publishing, public speaking, consultative project development in a health executive capacity. She completed her Executive MBA from the University of Central Florida, College of Business and her PhD in Public Affairs/Healthcare Administration at UCF's College of Health & Public Affairs.

In addition to developing/teaching the Executive Practice Management™ Program curriculum at the University of Florida, College of Dentistry, she is also a Clinical Assistant Professor in the Restorative Dental Sciences department there, as well. She taught at the University of Central Florida, College of Health and Public Affairs in the Health Professions/Health Informatics management Graduate Program for 5 years. She has also worked collaboratively as an Affiliate Assistant Professor of Research at the University of South Florida, College of Public Health, Community and Family Health Department, collaborating on research on Oral HPV, Medical/Dental Provider Disconnects and the Oral/System Health Connection. *Practice Management Systems*, Dr. Driscoll's personalized consulting firm, specializes in both large-scale dental facility design, build out and operational projects, as well as, one- on-one consulting for dentists on Practice Legal Compliance, Operating Systems Development, and Dental Financial Systems Overhaul for Profit Maximization.

Her research interests are predominantly focused on Oral Health Access Issues in Vulnerable/Institutionalized Populations and College Age Populations, Oral HPV, Oral Health and Systemic Illnesses, Dental Workforce Issues, Practice Management and Health Law, HR issues, Profit Maximization, Systems Optimization and the Future of the Current Dental Practice Model.

Dr. Driscoll is a published author in both academic peer-reviewed and industry journals, textbooks, and dental magazines. Additionally, she is an Ad Hoc Reviewer for the *Journal of the American Dental Association, the Journal of Public Health Dentistry, the Journal of Sexually Transmitted Diseases, and Vaccine Journal*. Her blog, *TheScariestWomanInDentistry.blogspot.com* is a thought-provoking dialogue on the legal, ethical and research aspects of dentistry.

With a strong belief in collaborative networks, Dr. Driscoll strives to maximize strengths of academic and industry experts in achieving meaningful, applicable teaching and research that impacts the field of dentistry.

ADMISSION INFORMATION

Requirements For Enrollment

The College of Dentistry reserves the right to accept only qualified dentists with no barriers to academic success as applicants for this postdoctoral program. Each prospective candidate must submit a formal application and complete a telephone interview with the program's Director. If a candidate is absent from one or more sub- courses in a major course he/she may take the sub-course the next time it is offered without penalty and at the prevailing rate for the module at that time. The University of Florida and the Academy of General Dentistry require that credit be awarded only for those hours in attendance or for assignments completed. If a candidate has completed only a part of a major course he/she will have a period of three years to complete the component subject area. After that time the entire major course must be retaken and full fees paid. All course work is presented in English only.

Application And Fees

Each Candidate must submit a formal application to the College of Dentistry for acceptance into the program. That application must be approved by the Executive Practice Management™ Program Director before the candidate is permitted to enroll in the Executive Practice Management™ Program. The tuition for the 13-month Executive Practice Management™ Program (189 contact hours) is $16,787.00. Payment of fees may be handled in one of two ways: The full tuition may be paid in advance, or a non-refundable deposit of $2,500 plus first module payment of $1,099 (total of $3,599.00) is due upon acceptance, followed by twelve interest free consecutive monthly payments of $1,099.00 each, due one month prior to each weekend meeting.

- This program has been approved for tuition payment under the Post-911 GI bill – please call Michelle Hopkins at 888-550-4590 for details.
- ADA members receive a $500 discount off the total fee.

Cancellation/Refund Policy

There is no refund for individual session fees. Instead, the session fee will be transferred to the next month. If a participant must be absent for a particular month's session, he/she can make that session up with the next year's class at the prevailing rate for the next class's per session. . It is the responsibility of the participant to notify the course Instructor and registrar if a potential conflict or emergency arises that may impact the attendance requirements for this course.

Continuing Dental Education reserves the right to modify or cancel a course when circumstances warrant. Dates, course content, fees, or faculty will be changed only when unavoidable.

Student Academic Regulations

Withdrawal From and Reentry Into Executive Practice Management™ Program for Dentists

Registered continuing education students may request a break in the program and be reinstated within three years without loss of accumulated credit provided that all fees are paid and assignments successfully completed for modules attended and the student is reregistered with the Executive Practice Management™ Program for Dentists. Fees per weekend session will be assessed at the prevailing rate at time of re-entry.

Graduation

Continuing education students completing the prescribed course of study, upon recommendation of the program director, will be granted a of Completion of the Executive Practice Management™ Program for Dentists by the University of Florida College of Dentistry, Office of Continuing Dental Education. Individual of CEU's will be presented for attending and successfully completing the required course work for each module by the Instructor

University of Florida

Date:

Executive Practice Management™ Program Application ***Class 4***

PERSONAL INFORMATION			
Name:	ADA#:	AGD #:	STATE LIC.#
MAILING ADDRESS:			
Cell phone #:	Home Telephone #:	Date of Birth:	
Personal E-mail:		Place of Birth:	
Office Address:			
Office Telephone #	Office Contact:	Fax #	
Practice Website:			
List states where you hold a license to practice dentistry			

GENERAL EDUCATION			
College or University	Dates of Attendance	Major	Degree
	from to		
	from to		
	from to		

PROFESSIONAL AND GRADUATE EDUCATION			
School	Dates of Attendance	Major	Degree
	from to		
	from to		
	from to		
List any academic distinctions, fellowship, scholarships, awards or prizes obtained in college, dental school or subsequently.			

List any scientific or clinical publications or presentations given at meetings of scientific or dental societies:

Have you ever been engaged in private practice, or practiced dentistry in the military?			
Location	Type of Practice	Full or Part-time	Dates

Please describe your current practice (solo; group [no. of associates]; no. of staff (assistants, hygienists)

Please make brief statement giving your reasons for seeking advanced education in the Executive Practice Management™ Program:

Please mail, fax, or e-mail this completed application to:

UF Continuing Dental Education

P.O. Bo x 100417

Gainesville, FL 32610-0417

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