Communication in the Dental Office

**Across**

4. A PERSON CARRIED ON POLICY OTHER THAN POLICY HOLDER: CHILD
5. AVERAGE FEE RANGE FOR PROCEDURES COMPLETED BY CARE PROVIDERS IN A

**Down**

1. PAPER FORM USED TO SHOW THE PROCEDURE PERFORMED, FEES CHARGED, AND NEED FOR FOLLOW UP APPOINTMENT
8. Payable amount for specific procedures, schedule of benefits
9. A check that has been endorsed by the bank as valid
10. Such as calendar year or a policy year or the life of a policy
11. Structured method of maintaining records of financial transactions
12. Policyholder, the one who pays the premiums or enters into a contract
13. Area or space on initial registration form indicating continued permission for payment and release of information
15. Attached to a phone line that transmits hard copy written message
17. Communication in which words are used as an expression
18. Computer program used to design business docs
19. Contract that is written that may not begin Jan 1, also know as policy year
20. Arrangements by payee authorizing specified parties to automatically deduct funds to cover fixed or other monthly charges
21. Code system constructed to provide specific number to each treatment or procedure performed.
22. Any 12-month period set by company for accounting schedule
23. Having two dental policies
24. Part of letter that contains introductory greeting
26. Form sent to an individual or a responsible party requesting payment for services
27. Using a credit card to cover and expense. A monthly statement is sent, and payee submits a payment
31. Business machine that makes copies of an original
32. Percentage of what policy holder pays per plan agreement
33. Behaviors exhibited by a human
34. Required for each member to meet a specific amt per year
2. Similar to a check written order, but may be issued by stores or business establishments and post offices.
3. Written check on the banks account and signed by bank treasurer or official.
6. Date which contract becomes enforced and begins
7. Statement of form signed by patient or patients guardian to authorize confidential information to be sent to a third party
14. Daily record of appointments, services, and business activities of the day.
16. Process through which society influences individuals
21. Healthcare providers that belong to a specific organization care plan and agrees to accept benefits for allowed care procedures
25. A record keeping sheet of services, charges, and payments for a person or a family
27. Request for payment of aged account, may be attempted with phone call, letter or assistance from collection agency
29. Record of transaction, charges, fees paid and any adjustments
30. Allotted benefits for specific procedures, same as fee schedule
31. Business machine that makes copies of an original
36. A check with an attached stub indicating payment information, such as payroll checks
37. Insurance policy covering a specific group of business group
38. Organization or person who makes payments but who is not part of provider patient contract
40. Type of communication in which the body language is used
43. A check which the bank sells agency checks in specified amounts($10,$20,$50)
35. RECORDING FINANCIAL ACTIVITIES OF THE DENTAL PRACTICE ALL DAY.
39. AMOUNT DETERMINED BY INSURANCE COMPANY FOR SURVEY OF PROVIDERS IN AREA OR ORIGIN
41. PART OF LETTER THAT CONTAINS THE NAME AND ADDRESS
42. REQUEST SENT TO INSURANCE COMPANY TO DETERMINE IF POLICY COVERS SPECIFIC PROCEDURES OR TREATMENTS AND THE AMOUNT OF PAYMENT THAT WILL BE RECEIVED.
44. AMOUNT OF PAYMENT REQUIRED OF POLICYHOLDER TO KEEP THE POLICY IN FORCE.
45. ADVERTISING OR RECRUITING PEOPLE TO A BUSINESS
46. INSURED PERSON
47. PROCEDURE THAT IS NOT COVERED
49. THE PARTY WHO RENDERS PROFESSIONAL SERVICES.
50. A CHECK THAT REPRESENTS A COMPLETED TRANSACTION AND IS RETURNED TO THE ACCOUNT HOLDER

46. PREPRINTED FORM LISTING PROCEDURE NUMBERS AND SERVICES RENDERED TO PATIENT.
48. AVERAGE FEE CHARGED BY PROVIDER FOR SPECIFIC SERVICES