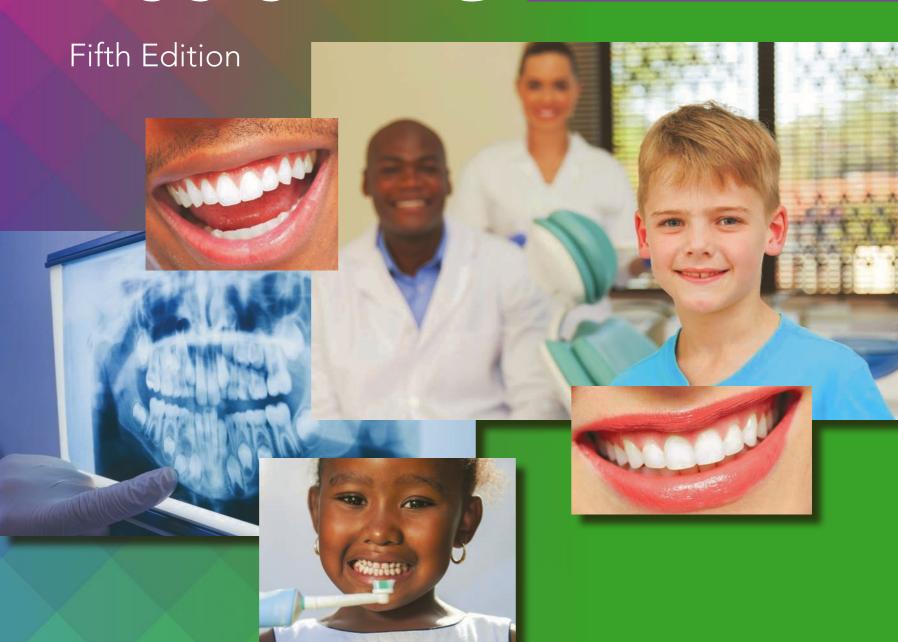
DENTAL ASSISTING A COMPREHENSIVE APPROACH



DONNA J. PHINNEY • JUDY H. HALSTEAD



Fifth Edition



DENTAL ASSISTING A COMPREHENSIVE APPROACH

Fifth Edition



DONNA J. PHINNEY, CDA, FADAA, BA, MED

Professor Spokane Community College

JUDY H. HALSTEAD, CDA, BA

Professor Emeritus Spokane Community College



Australia • Brazil • Mexico • Singapore • United Kingdom • United States



Dental Assisting: A Comprehensive Approach, Fifth Edition Donna Phinney and Judy Halstead

SVP, GM Skills & Global Product Management: Jonathan Lau

Product Team Manager: Matthew Seeley
Associate Product Manager: Lauren Whalen

Senior Director, Development: Marah Bellegarde

Senior Product Development Manager: Juliet Steiner

Senior Content Developer: Darcy M. Scelsi Product Assistant: Mark Turner

Vice President, Marketing Services: Jennifer Ann Baker

Marketing Manager: Jonathan Sheehan Senior Production Director: Wendy Troeger Production Director: Andrew Crouth Senior Content Project Manager: Kenneth

Senior Art Director: Jack Pendleton

McGrath

Cover images: kurhan/Shutterstock.com; karelnoppe/Shutterstock.com; michaeljung/ Shutterstock.com; wavebreakmedia/ Shutterstock.com © 2018, 2013, 2008, 2004 Cengage Learning

Unless otherwise noted, all content is © Cengage.

ALL RIGHTS RESERVED. No part of this work covered by the copyright herein may be reproduced or distributed in any form or by any means, except as permitted by U.S. copyright law, without the prior written permission of the copyright owner.

For product information and technology assistance, contact us at Cengage Learning Customer & Sales Support, 1-800-354-9706

For permission to use material from this text or product, submit all requests online at www.cengage.com/permissions.

Further permissions questions can be e-mailed to permissionrequest@cengage.com

Library of Congress Control Number: 2016961828

Book Only ISBN: 978-1-305-96763-2

Cengage Learning

20 Channel Center Street Boston, MA 02210 USA

Cengage Learning is a leading provider of customized learning solutions with employees residing in nearly 40 different countries and sales in more than 125 countries around the world. Find your local representative at **www.cengage.com**.

Cengage Learning products are represented in Canada by Nelson Education, Ltd.

To learn more about Cengage Learning, visit www.cengage.com

Purchase any of our products at your local college store or at our preferred online store **www.cengagebrain.com**

Notice to the Reader

Publisher does not warrant or guarantee any of the products described herein or perform any independent analysis in connection with any of the product information contained herein. Publisher does not assume, and expressly disclaims, any obligation to obtain and include information other than that provided to it by the manufacturer. The reader is expressly warned to consider and adopt all safety precautions that might be indicated by the activities described herein and to avoid all potential hazards. By following the instructions contained herein, the reader willingly assumes all risks in connection with such instructions. The publisher makes no representations or warranties of any kind, including but not limited to, the warranties of fitness for particular purpose or merchantability, nor are any such representations implied with respect to the material set forth herein, and the publisher takes no responsibility with respect to such material. The publisher shall not be liable for any special, consequential, or exemplary damages resulting, in whole or part, from the readers' use of, or reliance upon, this material.



In Memory

This fifth edition was completed and is dedicated to Donna's memory. Never did I ever think I would be writing this dedication. There really are not words or maybe there are just too many. I have been so blessed to have had Donna in my life as a coworker, team mate, coauthor, friend and "sister." Donna and I took a journey together that took us in many amazing directions. We shared a love of dental assisting, the dental profession and especially of teaching dental assisting students. The biggest and best opportunity and adventure was authoring this textbook for dental assistants together. Through this experience we kept our love for dental assisting education and yet entered a whole new world of publishing. We have worked together for many years on the original textbook and then on each new edition. I am so grateful to have had this opportunity to work with my best friend-sister. She was dedicated, positive, supportive, forward

thinking, and just plain fun. Now as I look back I can clearly see the wonderful journey Donna and I had. I miss her greatly and this textbook will be our bond forever. Many thanks to Darcy and all from Cengage Learning for their patience and assistance in completing this fifth edition, it has been difficult to say the least, but I know Donna would be proud of the results. Thank you.

Judy

I met and began working with Donna over 11 years ago when we began the revision of the third edition of the book. We developed a great relationship both professionally and personally. We would often exchange book suggestions, comparisons of the weather here in the east versus out west, and exchange stories about what was happening in our lives. I especially loved hearing about the wildlife that would end up in her yard—most particularly the moose. Trips out to Spokane for photo shoots were always a treat due to her hospitality. She enjoyed sharing the history and sites of a very lovely city. She tried many a time to get me out on a jet ski and I am sorry to say that never happened. To say it has been very difficult to complete the fifth edition of the book would be an understatement.

Donna touched the lives of so many people. She treated her students like family. When working with all of them at the school their respect and admiration of her was always quite apparent. She cared and went above and beyond in providing the support and assistance they needed. She had a quiet, soft-spoken manner and a smile that brightened a room. She will be missed as an author, an educator, a mother, and a wife. Donna, thank you for enriching my life and for sharing your knowledge, skills, and compassion with so many of us.

Darcy and all of us at Cengage Learning



BRIEF CONTENTS

I Introduction

- CHAPTER 1 Introduction to the Dental Profession 2
- CHAPTER 2 Psychology, Communication, and Multicultural Interaction 15
- CHAPTER 3 Ethics, Jurisprudence, and the Health Information Portability and Accountability Act 28

II Prevention and Nutrition

- CHAPTER 4 Oral Health and Preventive Techniques 44
- CHAPTER 5 Nutrition 71

III Basic Dental Sciences

- CHAPTER 6 General Anatomy and Physiology 88
- CHAPTER 7 Head and Neck Anatomy 112
- CHAPTER 8 Embryology and Histology 134
- CHAPTER 9 Tooth Morphology 154

IV Preclinical Dental Skills

- CHAPTER 10 Microbiology 186
- CHAPTER 11 Infection Control 203
- CHAPTER 12 Management of Hazardous Materials 247
- CHAPTER 13 Preparation for Patient Care 270
- CHAPTER 14 Dental Charting 290
- CHAPTER 15 Pharmacology 309
- CHAPTER 16 Emergency Management 329

V Clinical Dental Procedure

- CHAPTER 17 Introduction to the Dental Office and Basic Chairside Assisting 354
- CHAPTER 18 Basic Chairside Instruments and Tray Systems 380
- CHAPTER 19 Instrument Transfer and Maintaining the Operating Field 412
- CHAPTER 20 Anesthesia and Sedation 447

VI Dental Radiography

- CHAPTER 21 Introduction to Dental Radiography, Radiographic Equipment, and Safety Protection 470
- CHAPTER 22 Production and Evaluation of Dental Radiographs 487
- CHAPTER 23 Extraoral and Digital Radiography 536

VII Dental Specialties

- CHAPTER 24 Endodontics 564
- CHAPTER 25 Oral and Maxillofacial Surgery 587

CHAPTER 26 Dental Implants 625

CHAPTER 27 Oral Pathology 637

CHAPTER 28 Orthodontics 658

CHAPTER 29 Pediatric Dentistry 691

CHAPTER 30 Enamel Sealants 711

CHAPTER 31 Periodontics 723

CHAPTER 32 Coronal Polish 754

CHAPTER 33 Fixed Prosthodontics and Gingival Retraction 773

CHAPTER 34 Computerized Impression and Restorative Systems 798

CHAPTER 35 Cosmetic Dentistry and Teeth Whitening 807

CHAPTER 36 Removable Prosthodontics 834

VIII Restorative and Laboratory Materials and Techniques

CHAPTER 37 Dental Cements, Bases, Liners, and Bonding Agents 860
CHAPTER 38 Restorative Materials and Matrix and Wedge 892
CHAPTER 39 Laboratory Materials and Techniques 917

IX Dental Practice Management

- CHAPTER 40 Dental Office Management 972
 CHAPTER 41 Employment Strategies 1008
- APPENDIX A Dental and Dental-Related Organizations and Publications Resource List 1021

 APPENDIX B Stages of Tooth Eruption 1023

 Glossary 1025

References 1057 Index 1059

LIST OF PROCEDURES

CHAPTER 4 Oral Health and Preventive Techniques

- 4-1 Applying Disclosing Agent for Plaque Identification
- 4-2 Bass or Modified Bass Brushing Technique
- 4-3 Charters Brushing Technique
- 4-4 Modified Stillman Brushing Technique
- 4-5 Rolling Stroke Brushing Technique
- 4-6 Fones Brushing Technique
- 4-7 Modified Scrub Brushing Technique
- 4-8 Dental Flossing Technique
- 4-9 Fluoride Application
- 4-10 Fluoride Varnish

CHAPTER 11 Infection Control

- 11-1 Handwashing
- 11-2 Putting on Personal Protective Equipment
- 11-3 Removing Personal Protective Equipment
- 11-4 Preparing the Dental Treatment Room
- 11-5 Completion of Dental Treatment
- 11-6 Final Treatment Room Disinfecting and Cleaning
- 11-7 Treatment of Contaminated Tray in Sterilization Center
- 11-8 Treatment of Dental Unit Waterlines
- 11-9 Treatment of Dental Unit Waterlines with Microfiltration Cartridge
- 11-10 Testing Dental Unit Waterlines
- 11-11 Dental Radiology Infection Control Protocol

CHAPTER 13 Preparation for Patient Care

- 13-1 Taking an Oral Temperature Using a Digital Thermometer
- 13-2 Taking a Tympanic Temperature
- 13-3 Taking a Radial Pulse and Measuring the Respiration Rate
- 13-4 Obtaining Blood Pressure from a Patient

CHAPTER 16 Emergency Management

- 16-1 Administration of Oxygen
- 16-2 CPR for an Adult, One Rescuer
- 16-3 Rescue Breathing for Adults
- 16-4 Operating an Automated External Defibrillation (AED) Unit
- 16-5 Subdiaphragmatic Thrusts for a Conscious Adult
- 16-6 Adult with Airway Obstruction
- 16-7 Treatment of a Patient with Syncope
- 16-8 Procedure to Treat a Patient with Asthma
- 16-9 Procedure to Treat the Hyperventilating Patient

- 16-10 Procedure for Treating of a Patient Experiencing Seizures
- 16-11 Procedure for Hypoglycemic Patient
- 16-12 Procedure to Treat Angina Pectoris

CHAPTER 17 Introduction to the Dental Office and Basic Chairside Assisting

- 17-1 Daily Routine to Open the Office
- 17-2 Daily Routine to Close the Office
- 17-3 Seating the Dental Patient
- 17-4 Dismissing the Dental Patient

CHAPTER 18 Basic Chairside Instruments and Tray Systems

- 18-1 Identify Cutting Instruments
- 18-2 Identify Non-Cutting Instruments
- 18-3 Identification of Dental Rotary Instruments and Abrasives
- 18-4 Identify Dental Handpieces, Demonstrate
 Attaching Them to the Dental Unit, and
 Selecting and Placing Rotary Instrument

CHAPTER 19 Instrument Transfer and Maintaining the Operating Field

- 19-1 One-Handed Instrument Transfer
- 19-2 Specific Tip Placements for Evacuation of the Oral Cavity
- 19-3 Placing and Removing the Dental Dam
- 19-4 Rubber Dam Application for a Child Patient
- 19-5 Quickdam Placement

CHAPTER 20 Anesthesia and Sedation

- 20-1 Preparing the Anesthetic Syringe
- 20-2 Assisting with the Administration of Topical and Local Anesthetics
- 20-3 Administration and Monitoring of Nitrous Oxide Sedation

CHAPTER 22 **Production and Evaluation of Dental Radiographs**

- 22-1 Radiography Infection Control
- 22-2 Assembly of Film Positioning Devices (Extension-Cone Paralleling Instrument 5 XCP)
- 22-3 Preparation for Full-Mouth X-Ray Exposure with Paralleling Technique
- 22-4 Exposing Occlusal Radiographs
- 22-5 Full-Mouth Pediatric X-Ray Exposure
- 22-6 Processing Radiographs Using a Manual Tank

22-7	Processing Radiographs Using an Automatic
	Processor

- 22-8 Mounting Radiographs
- 22-9 Processing Duplicating Technique

CHAPTER 23 Extraoral and Digital Radiography

- 23-1 Exposing Panoramic Radiographs
- 23-2 Digital Radiology Techniques

CHAPTER 24 Endodontics

- 24-1 Electronic Pulp Testing
- 24-2 Root Canal Treatment
- 24-3 Apicoectomy

CHAPTER 25 Oral and Maxillofacial Surgery

- 25-1 Surgical Scrub
- 25-2 Routine or Uncomplicated Extraction
- 25-3 Multiple Extractions and Alveoplasty
- 25-4 Removal of Impacted Third Molars
- 25-5 Biopsy
- 25-6 Treatment for Alveolitis
- 25-7 Removal of Simple Sutures and Continuous Simple Sutures
- 25-8 Removal of Sling and Continuous Sling Sutures
- 25-9 Removal of Horizontal and Vertical Mattress Sutures

CHAPTER 26 Dental Implants

26-1 Dental Implant Surgery

CHAPTER 28 Orthodontics

- 28-1 Placement and Removal of Elastic Separators
- 28-2 Placement and Removal of Steel Spring Separators
- 28-3 Placement and Removal of Brass Wire
- 28-4 Cementation of Orthodontic Bands
- 28-5 Direct Bonding of Brackets
- 28-6 Placement of Arch Wire and Ligature Ties
- 28-7 Completion Appointment

CHAPTER 29 Pediatric Dentistry

- 29-1 T-Band Placement
- 29-2 Spot-Welded Matrix Band Placement
- 29-3 Pulpotomy
- 29-4 Stainless Steel Crown Placement

CHAPTER 30 Enamel Sealants

30-1 Procedure for Placing Dental Sealants

CHAPTER 31 Periodontics

- 31-1 Occlusal Adjustment
- 31-2 Scaling, Curettage, and Polishing
- 31-3 Gingivectomy
- 31-4 Osseous Surgery
- 31-5 Preparation and Placement of Noneugenol Periodontal Dressing
- 31-6 Removal of Periodontal Dressing

CHAPTER 32 Coronal Polish

- 32-1 Polishing with the Rubber Cup
- 32-2 Using the Prophy Brush
- 32-3 Polishing with Dental Tape and Dental Floss
- 32-4 Coronal Polish

CHAPTER 33 Fixed Prosthodontics and Gingival Retraction

- 33-1 Porcelain Veneers
- 33-2 Preparation for Porcelain-Fused-to-Metal Crown
- 33-3 Cementation of Porcelain-Fused-to-Metal Crown
- 33-4 Placing and Removing Retraction Cord

CHAPTER 34 Computerized Impression and Restorative Systems

34-1 CAD/CAM Restoration

CHAPTER 35 Cosmetic Dentistry and Teeth Whitening

- 35-1 Nonvital Whitening
- 35-2 In-Office Laser Whitening for Vital Teeth
- 35-3 Home Whitening

CHAPTER 36 Removable Prosthodontics

- 36-1 Final Impressions for Partial Denture
- 36-2 Try-In Appointment for Partial Denture
- 36-3 Delivery Appointment for Partial Denture
- 36-4 Final Impression Appointment
- 36-5 Jaw Relationship Appointment
- 36-6 Try-In Appointment
- 36-7 Delivery Appointment for Complete Denture
- 36-8 Denture Relining

CHAPTER 37 Dental Cements, Bases, Liners, and Bonding Agents

- 37-1 Mixing Zinc Phosphate Cement
- 37-2 Mixing Zinc-Oxide-Eugenol Cement—Powder/ Liquid Form
- 37-3 Mixing Zinc-Oxide-Eugenol Cement—Two-Paste System
- 37-4 Mixing Polycarboxylate Cement
- 37-5 Mixing Glass Ionomer Cement
- 37-6 Mixing Calcium Hydroxide Cement—Two-Paste System
- 37-7 Preparing Cavity Varnish
- 37-8 Placing Resin Cement—Dual-Curing Technique
- 37-9 Placing the Etchant
- 37-10 Placing the Bonding Agent
- 37-11 Placing a Desensitizing Agent
- 37-12 Placing Cavity Liners—Glass Ionomer
- 37-13 Placing a Cavity Varnish
- 37-14 Placement of Cement Bases

CHAPTER 38 Restorative Materials, Dental Dam, Matrix, and Wedge

- 38-1 Using the Dental Amalgamator
- 38-2 Amalgam Restoration—Class II

38-3	Composite Restoration—Class III	39-17	Constructing a Vacuum-Formed Acrylic Resin
38-4	Assembly of the Tofflemire Matrix	00.40	Custom Tray
38-5 38-6	Placement of the Tofflemire Matrix Removal of the Wedge and Tofflemire Matrix	39-18	Sizing, Adapting, and Seating Aluminum Temporary Crown
38-7	Placement of the Strip Matrix	39-19	Cementing the Aluminum Crown
38-8	Removal of Strip Matrix		Sizing, Adapting, and Seating a Preformed Acrylic Crown
CHAPI	ER 39 Laboratory Materials and Techniques	39-21	
39-1	Mixing Alginate with an Alginator II Mixing Device		Unit Bridge on a Dental Model; Adapt a Matrix;
39-2	Preparing for Alginate Impression		Make, Trim, and Place the Three-Unit Provisional
39-3	Taking an Alginate Impression		Temporary
39-4	Removing the Alginate Impression	39-22	Preparing a Full Crown Provisional on a Lower
39-5	Disinfecting Alginate Impressions		Left Molar on a Patient
39-6	Taking a Bite Registration	39-23	Cementing Custom Self-Curing Composite
39-7	Taking a Polysulfide Impression		Temporary Crown
39-8	Taking a Silicone (Polysiloxane) Two-Step		
	Impression	CHAPI	TER 40 Dental Office Management
39-9	Pouring an Alginate Impression with Plaster	40-1	Preparing for the Day's Appointments
39-10	Pouring Alginate Impression for Study Model	40-2	Posting Patient Charges
39-11	Pouring Art Portion of Plaster Study Model Using	40-3	Balancing Day Sheets
	Two-Pour Method	40-4	Preparing a Deposit Slip
39-12	Removing Plaster Model from Alginate	40-5	Filing Insurance Claims
	Impression	40-6	Reordering Supplies
39-13	Trimming Diagnostic Casts/Study Models	40-7	Reconciling a Bank Statement
39-14	Taking the Records and Performing a Facebow	40-8	Writing a Business Check
20.45	Transfer	СНАВТ	TER 41 Employment Strategies
39-15	Mounting Models on an Articulator After		
	Facebow Records Have Been Completed	41-1	Preparing a Cover Letter

41-2 Preparing a Professional Résumé41-3 Preparing a Follow-Up Letter

39-16 Procedure Constructing a Self-Cured Acrylic

Resin Custom Tray



CONTENTS

SECTION I Introduction

Introduction to the Dental CHAPTER 1 **Profession 2**

Introduction 3

History of Dentistry 3

Later Progress of Dentistry 4

Progress of Dentistry in the United States 5

Education and Organized Dentistry 6

American Dental Association 7

The Dental Team 8

Dentists 9 · Dental Assistants 10 · Dental Hygienists 11 · Dental Laboratory Technicians 12

Other Members of the Dental Team 12

Chapter Summary 13

Review Questions 13 · Multiple Choice 13 · Critical

Thinking 14 · Web Activities 14

CHAPTER 2 Psychology, Communication, and **Multicultural Interaction** 15

Introduction 16

Psychology and Understanding Individual Paradigms 16 Communication 16

Components of the Communication Process 17

Sender 17 · Message 17 · Channel 17 ·

Receiver 18 · Feedback 18

Listening Skills 18

Telephone Listening Skills 18

Verbal and Nonverbal Communication 19

Territoriality or Spatial Relation 19 · Posture and Position 19 · Facial Expression 19 · Gestures 20

· Perception 20

Maslow's Hierarchy of Needs 20

Survival or Physiological Needs 20 · Safety Needs 21 Belongingness and Love Needs 21 · Prestige and

Esteem Needs 21 · Self-Actualization 21

Defense Mechanisms 21

Dental Phobias and Concerns 22

Understanding Different Generations 22

Baby Boomers 22 · Generation X 23 · Generation Y 23

· Generation Z 23

Stress in the Dental Office 23

Conflict 23 · Conflict Resolution 24

Culture, Ethnicity, and Race 24

Multicultural Interaction 25

Chapter Summary 26

Review Questions 27 · Multiple Choice 27 · Critical

Thinking 27 · Web Activities 27

Ethics, Jurisprudence, and the CHAPTER 3 **Health Information Portability** and Accountability Act 28

Introduction

The Law 29

Civil and Criminal Law 29 · Dental Practice Act 30

State Board of Dentistry 30

The Dentist, the Dental Assistant, and the Law of 31

Contracts 31

Standard of Care 32

Malpractice 32 · Torts 32 · Assault and Battery 32

· Defamation of Character 32 · Invasion of Privacy 33

 Fraud 33 · Good Samaritan Law 33 · Child Abuse and Neglect 33 · Emotional Abuse, Domestic Violence,

and Elder Abuse 33 · Americans with Disabilities Act 33

Dental Records 33 Informed Consent 34 · Implied Consent 34

· Subpoenas 34 · Statute of Limitations 34

Ethics 35

Advertising 35 · Professional Fees and Charges 36

· Professional Responsibilities and Rights 36

Health Insurance Portability and Accountability Act 36

The Law 36 · Transactions and Code Sets 36

· What Does HIPAA Encompass? 37 · Who Must Comply with HIPAA? 37 · Protected Health Information 37

· Security Rule 39 · Office Manual 39 · Staff Training and Review 40 · Enforcement of HIPAA 40 · Federal Civil and Criminal Penalties for Violations of a Patient's Right to Privacy 40 · HIPAA Challenge 40

The American Dental Assistants Association Principles of Ethics and Professional Conduct 40

Dental Assistants Following Ethics and Jurisprudence 41

Chapter Summary 41

Review Questions 41 · Multiple Choice 42 · Critical Thinking 42 · Web Activities 42

Prevention and Nutrition SECTION II

CHAPTER 4 **Oral Health and Preventive** Techniques 44

Introduction 45

Preventive Dentistry 45

Plague Formation 45 · Patient Motivation 45

· Age Characteristics 46 · Home Care 46

Oral Hygiene Aids 46

Disclosing Agents 46 · Dentifrice 46 · Mouth

Rinses 48 · Chewing Gum 50 · Interdental Aids 50

Toothbrushes and Techniques 53

Manual Toothbrushes 53 · Mechanical Toothbrushes 53

Brushing Techniques for the Manual Toothbrush 55

Tongue Brushing 59

Dental Flossing 59

Types of Floss 59 • Hygienic Care of Prosthetic Devices 62

Oral Hygiene for Patients with Special Needs 63

Pregnant Patients 63 • Patients with Cancer 63

· Patients with Heart Disease 64 · Older Patients 64

Additional Preventive Procedures Performed in the Dental

Fluoride Treatments 64 · Pit and Fissure Sealants 69

Chapter Summary 69

Review Questions $70 \cdot$ Multiple Choice $70 \cdot$ Critical Thinking $70 \cdot$ Web Activities 70

CHAPTER 5 Nutrition 71

Introduction 72

Nutrition 72

Nutrients 72

Carbohydrates 72 · Fats and Lipids 73 · Proteins 74 · Vitamins 74 · Minerals 75 · Water 77

Balancing Energy 77

Nutrition Labels 79

Listed Items on Labels 79

Eating Disorders 80

Chronic Dieting Syndrome 80 · Bulimia 80 · Anorexia Nervosa 81

Nutrition, Health, and Technology 81

Energy Drinks and Shots 84

Diet and Culture 84

Chapter Summary 85

Review Questions $85 \cdot$ Multiple Choice $85 \cdot$ Critical Thinking $86 \cdot$ Web Activities $86 \cdot$

SECTION III Basic Dental Sciences

CHAPTER 6 General Anatomy and Physiology 88

Introduction 89

Body Systems 89

Body Planes and Directions 90

Body Cavities 91

Basic Structure and Functions of the Cell 91

Skeletal System 91

Functions of the Skeletal System 91 \cdot Divisions of the Skeletal System 91 \cdot Bone Composition 92 \cdot Types of Joints 93 \cdot Common Diseases and Conditions of the Skeletal System 94

Muscular System 95

Functions of the Muscular System 95 · Types of Muscles 95 · Muscle Characteristics 96 · Muscle Attachments 96 · Muscle Function 96 · Common Conditions and Diseases of the Muscular System 96

Nervous System 97

Functions of the Nervous System 97 · Structure of the Nervous System 97 · The Spinal Cord and Spinal Nerves 97 · The Brain and Cranial Nerves 97 · Common Diseases of the Nervous System 99

Endocrine System and Reproductive System 99
Functions of the Endocrine System 99 • Parts of the Endocrine System 99 • Reproductive System 100
• Common Diseases and Conditions of the Endocrine and Reproductive Systems 100

Circulatory System 101

Functions of the Circulatory System 101 • Parts of the Circulatory System 101 • Common Diseases and Conditions of the Circulatory System 103

Digestive System 103

Functions of the Digestive System 103 • Parts of the Digestive System 103 • Common Diseases and Conditions of the Digestive System 105

Respiratory System 105

Functions of the Respiratory System 105 • Parts of the Respiratory System 105 • Common Diseases of the Respiratory System 106

Lymphatic System and Immune System 107

Functions of the Lymphatic System 107 \cdot Parts of the Lymphatic System 107 \cdot Functions of the Immune System 107 \cdot Common Diseases and Conditions of the Lymphatic and Immune Systems 107

Integumentary System 108

Functions of the Integumentary System 108 • Parts of the Integumentary System 108 • Diseases and Conditions of the Integumentary System 109

Chapter Summary 110

Review Questions $110 \cdot$ Multiple Choice $110 \cdot$ Critical Thinking $111 \cdot$ Web Activities 111

CHAPTER 7 Head and Neck Anatomy 112

Introduction 113

Landmarks of the Face and Oral Cavity 113

Landmarks of the Face 113 · Landmarks of the Oral
Cavity 113 · Palate Area of the Oral Cavity 114

· Tongue 115 · Floor of the Mouth 115 · Salivary
Glands 116

Bones of the Head 118

Bones of the Cranium 118 · Bones of the Face 118

Temporomandibular Joint 120

Muscles of the Head and Neck 122

Muscles of Mastication 122 \cdot Muscles of Facial Expression 122 \cdot Muscles of the Tongue 122 \cdot Muscles of the Floor of the Mouth 123 \cdot Muscles of the Soft Palate 124 \cdot Muscles of the Neck 124

Nerves of the Head and Neck 127

Maxillary Branch of the Trigeminal Nerve 127 · Mandibular Branch of the Trigeminal Nerve 129

Circulation of the Head and Neck 130

Arteries of the Face and Oral Cavity 130 \cdot External Carotid Artery 130 \cdot Veins of the Face and Oral Cavity 131

Chapter Summary 132

Review Questions 132 · Multiple Choice 132 · Critical Thinking 133 · Web Activities 133

CHAPTER 8 Embryology and Histology 134

Introduction 135

Embryology 135

Primitive Facial Development 135 · Stages and Features of Pregnancy 137 · Developmental Disturbances 138

Histology and the Life Cycle of the Tooth 142

Bud Stage 143 · Cap Stage 145 · Bell Stage 146 · Maturation Stage 146

Tooth Structure 146

Enamel 147 · Dentin 147 · Pulp 148

Components of the Periodontium 148

Cementum 148 · Alveolar Bone 149 · Periodontal Ligament 149 · Gingiva 151

Chapter Summary 152

Review Questions $153 \cdot \text{Multiple Choice} \quad 153 \cdot \text{Critical}$ Thinking $153 \cdot \text{Web Activities} \quad 153$

CHAPTER 9 Tooth Morphology 154

Introduction 155

Dental Arches 155

Dental Quadrants 155

Types of Teeth and Their Functions 156

Primary Teeth 156 · Permanent Teeth 157

Eruption Schedule 157

Divisions of the Tooth 159

Surfaces of the Teeth 160

Anterior Teeth 160 · Posterior Teeth 161 · Tooth Surfaces Divided into Thirds 161 · Contact 161

• Embrasure 161 • Diastema 161

Anatomical Structures 162

Permanent Teeth 167

Maxillary Central Incisor 167 · Maxillary Lateral Incisor 168 · Maxillary Canine (Cuspid) 169 · Maxillary First Premolar (Bicuspid) 169 · Maxillary Second Premolar (Bicuspid) 170 · Maxillary First Molar 171 · Maxillary Second Molar 172 · Maxillary Third Molar 173 Mandibular Central Incisor 173
 Mandibular Lateral Incisor 173 · Mandibular Canine (Cuspid) 174 · Mandibular First Premolar (Bicuspid) 175 · Mandibular Second Premolar (Bicuspid) 176 · Mandibular

Molars 176 · Mandibular First Molar 176 · Mandibular Second Molar 177 · Mandibular Third Molar 178

Deciduous (Primary) Teeth 178

Maxillary Deciduous Central Incisor 179 · Maxillary Deciduous Lateral Incisor 179 · Maxillary Deciduous Canine (Cuspid) 180 · Maxillary Deciduous First Molar 180 · Maxillary Deciduous Second Molar 180 · Mandibular Deciduous Central Incisor 180 · Mandibular Deciduous Lateral Incisor 181 · Mandibular Deciduous Canine (Cuspid) 181 · Mandibular Deciduous First Molar 181 · Mandibular Deciduous Second Molar 182

Chapter Summary 183

Review Questions 183 · Multiple Choice 183 · Critical Thinking 184 · Web Activities 184

SECTION IV **Preclinical Dental Skills**

CHAPTER 10 Microbiology 186

Introduction 187

Important People in Microbiology 187

Anton Van Leeuwenhoek 187 · Ferdinand Julius Cohn 187 · Louis Pasteur 187 · Robert Koch 188 · Richard Julius Petri 188

Groups of Microorganisms 188

Bacteria 189

Bacteria's Need for Oxygen 189 · Bacteria Morphology 189 · Disease Examples Caused by Bacteria 189

Protozoa 192

Disease Examples Caused by Protozoa 192

Rickettsiae 192

Disease Examples Caused by Rickettsiae 192

Yeasts and Molds 193

Disease Examples Caused by Yeasts and Molds 193

Prions 194

Disease Examples Caused by Prions 194

Viruses 194

Disease Examples Caused by Viruses 195

Viral Diseases of Major Concern to the Dental

Assistant 196 · Herpes Simplex 196 · Bloodborne

Diseases 197 · Viral Hepatitis 197 · Human Immunodeficiency Virus 199

Pandemic 199

How the Body Resists Diseases 200 Infection 200

Chapter Summary 201

Review Questions 201 · Multiple Choice 201 · Critical Thinking 202 · Web Activities 202

CHAPTER 11 Infection Control 203

Introduction 204

Rationales and Regulations of Infection Control 204 Regulations and Recommendations for Infection Control in the Dental Office 204 · OSHA-Mandated Training for Dental Office Employees 207

Cross-Contamination Pathways 207

Chain of Infection 208

Agent 208 · Reservoir 208 · Mode of Transmission 209 · Portal of Entry 209 · Host 210

Breaking the Chain of Infection 210

Between Agent and Reservoir 210 · Between Reservoir and Portal of Exit 210 · Between Portal of Exit and Mode of Transmission 210 · Between Mode of Transmission and Portal of Entry 210 · Between Portal of Entry and Host 210 · Between Host and Agent 210

Routes of Microbial Transmission in the Dental Office 211

Infection Control in the Dental Office 211

Immunizations 211 · Medical History 211

· Handwashing 211 · Alcohol-Based Hand Rubs 212

· Lotions 212 · Personal Protective Equipment 212

· Barriers 223

Recommendations for Environmental Infection Control by the CDC 223

Disinfection 223

Cleaning the Area 224 · Environmental Protection Agency Approval 224 · Chemical Disinfectants 224 · Surface Disinfection Technique 227 · Ultrasonic Cleaning 227 · Washer-Disinfector Devices 228

Sterilization 229

Liquid Chemical Disinfectant/Sterilization 229 · Ethylene Oxide Sterilization 229 · Dry Heat Sterilization 230 Chemical Vapor Sterilization 230 · Steam Under Pressure Sterilization 231 · Steam Autoclave (Flash) Sterilization 231 · Equipment Maintenance 232 · Handpiece Sterilization 232 · Packaging and Loading Sterilizers 232

Instrument Storage 232 Sterilization Monitoring 233

Mechanical Monitoring 233 · Biological Monitors 234 · Process Indicators 234

· Dosage Indicators 234

Techniques and Aids for Infection Control 235

Preprocedure Antiseptic Mouth Rinses 235 · High-Volume Evacuation 235 · Dental Dam Usage 235 · Disposable Items 235

Clinical Asepsis Protocol 235

Treatment Area Protocol for Disinfecting and Cleaning 235

Dental Unit Waterlines 235

Monitoring Dental Unit Waterlines 241

Dental Radiography Room and Equipment 243

Dental Laboratory 243

Chapter Summary 244

Review Questions 245 · Multiple Choice 245 · Critical Thinking 246 · Web Activities 246

CHAPTER 12 Management of Hazardous Materials 247

Introduction 248

OSHA's Bloodborne Pathogen Standard Revision 248
Exposure Control Plan Additions 248 · OSHA Compliance
Directive 248

Engineering/Work Practice Controls 252

Sharps 252

Occupational Exposure to Bloodborne Pathogens 253
• Employee Work Site 255

Hazardous Chemicals 255

Hazardous Communication Standard (HCS) 256
Safety Data Sheets 256 · Harmonized Label 257

Chapter Summary 268

Review Questions 269 · Multiple Choice 269 · Critical Thinking 269 · Web Activities 269

CHAPTER 13 Preparation for Patient Care 270

Introduction 271

Patient Record 271

Patient Registration Form 271 · Medical Information 271 · Dental Information 274

Clinical Observation and Physical Assessment 275

Clinical Setting 275

Clinical Examination 276

Diagnosis and Treatment Plan 278 · Treatment Notes 278 · Recall or Continued Care Appointment 278

Vital Signs 278

Body Temperature 278 · Pulse 280

• Respiration 284 • Blood Pressure 284 • Recording Blood Pressure 286

Chapter Summary 288

Review Questions 288 · Multiple Choice 288 · Critical Thinking 289 · Web Activities 289

CHAPTER 14 Dental Charting 290

Introduction 291

Dental Charts 291

Numbering Systems 291

Universal/National System for Numbering 291
• Fédération Dentaire Internationale (FDI) System for
Numbering 291 • Palmer System for Numbering 291

Cavity Classifications 296

Class I 296 · Class II 296 · Class III 296

· Class IV 296 · Class V 296 · Class VI 296

Abbreviations of Tooth Surfaces 297

Basic Charting Terms 297

Charting Color Indications and Symbols 298

Chapter Summary 305

Review Questions 308 · Multiple Choice 308 · Critical Thinking 308 · Web Activities 308

CHAPTER 15 Pharmacology 309

Introduction 310

Drug Names 310

Brand Names 310 · Generic Names 310

Prescriptions 310

Parts of a Prescription 311

Drug Laws 313

The Comprehensive Drug Abuse Prevention and Control Act of 1970 313 • Dental Assistants and the Law 314

Pharmacokinetics 315

Drug Administration Routes 316

Drugs 317

Prescribed Drugs by Drug Classification 317 • Drugs Not Prescribed by the Dentist 323

Herbal and Other Alternative Medications 326

Chapter Summary 327

Review Questions 327 · Multiple Choice 327 · Critical Thinking 328 · Web Activities 328

CHAPTER 16 Emergency Management 329

Introduction 330

Prevention of Emergencies 330

Routine Preparedness for Dental Team Members 330

The Dental Assistant's Role in Emergency Care 330

Dental Office Emergency Kit 331

Cardiopulmonary Resuscitation 332

AHA Guidelines for CPR 332 · Adult CPR 333

Foreign Body Airway Obstruction 336

Causes, Signs, and Treatment of Emergencies 338

Syncope 339 · Orthostatic Hypotension 340 ·

Asthma 341 · Allergic Reactions 342 · Anaphylactic

Reaction 342 · Hyperventilation 342 · Epilepsy/

Seizure Disorder 342 · Diabetes Mellitus 344

Hypoglycemia 345 · Cardiovascular Emergencies 345

Dental Emergencies 347

Abscessed Tooth 347 · Alveolitis 347 · Avulsed Tooth 347 · Broken Prosthesis 348 · Soft Tissue Injury 348 · Broken Tooth 348 · Loose Permanent or

Temporary Crown 348

Monitoring the Patient's Health during Treatment 348 Pulse Oximeter 348 · Capnography 349

Electrocardiography 349

Chapter Summary 351

Review Questions $351 \cdot \text{Multiple Choice} 351 \cdot \text{Critical}$ Thinking $352 \cdot \text{Web Activities} 352$

SECTION V Clinical Dental Procedures

CHAPTER 17 Introduction to the Dental Office and Basic Chairside Assisting 354

Introduction 355

Dental Office Design 355

Reception Room 355 · Reception Desk and Business
Office 357 · Sterilizing Area 357 · Dental Office
Laboratory 357 · X-Ray Processing Room 358
· Radiography Room 358 · Optional Rooms in the Dental
Office 358 · Consultation Room/Area 359

The Treatment Rooms and Dental Equipment 359

The Dental Chair 359 · The Dental Unit 360 · Dental Stools 363 · Operating Light 364 · Cabinetry 365

· Sink 365 · Dental X-Ray Unit 365 · Small Equipment Found in the Treatment Room 365 · Dental Air Compressor and Central Vacuum System 369

Routine Office Care 369

Opening and Closing the Dental Office 369

Concepts of Dental Assisting 370

Activity Zones 370 · Classifications of Motion 371

Preparing the Treatment Room 371

Seating the Dental Patient 371

Greet and Escort the Patient $\ 372 \cdot \ \text{Seat}$ and Prepare the Patient $\ 372$

Ergonomics for the Operator and the Assistant 373
Ergonomics for the Operator 373 • Ergonomics for the Assistant 374

Dismissing the Patient 375

Patients with Special Needs 376

Child Patients 376 · Senior Patients 377 · Pregnant Patients 377 · Hearing-Impaired or Blind Patients 377 · Patients with Wheelchairs or Walkers 377 · Non English Speaking Patients 378

Chapter Summary 378

Review Questions $378 \cdot \text{Multiple Choice} \quad 378 \cdot \text{Critical Thinking} \quad 379 \cdot \text{Web Activities} \quad 379$

CHAPTER 18 Basic Chairside Instruments and Tray Systems 380

Introduction 381

Instruments for Basic Chairside Procedures 381

Basic Structural Parts of Dental Hand Instruments 381

- · Basic Classification of Dental Instruments 383
- · Cutting Instruments 384 · Noncutting Instruments 387
- · Miscellaneous Instruments 394
- · Instrument Care, Maintenance, and Sterilization 394

Dental Rotary Instruments 395

Parts of the Bur 396 · Cutting Burs 396 · Finishing Burs 396 · Surgical Burs 397 · Laboratory Burs 397 · Fissurotomy Burs 397

Abrasive Rotary Instruments 401

Mandrels 401 · Discs 401 · Stones 401 · Rubber Wheels 402 · Rubber Points 403 · Bur Blocks 403

Dental Handpieces 403

The Parts of the Dental Handpiece 404 · High-Speed Handpiece 404 · Low-Speed Handpiece 404 · Electric Handpiece 405 · Ultrasonic Handpiece 405 · Dental Laser Handpiece 406 · Maintenance and Sterilization of Dental Handpieces 406 · Air Abrasion Unit 406 · Microetcher 407

Tray Systems 408

Positioning on Trays 408 · Cassette System for Instruments 409 · Color-Coding Systems 409

Chapter Summary 410

Review Questions 411 \cdot Multiple Choice 411 \cdot Critical Thinking 411 \cdot Web Activities 411

CHAPTER 19 Instrument Transfer and Maintaining the Operating Field 412

Introduction 413

Instrument Transfer 413

Transfer Hand 413 · Instrument Grasps 414

Instrument Transfer Methods 415
 Instrument Transfer Modifications 416

Maintaining the Operating Field 418

Lighting 420 · The Evacuation System 421 · Saliva Ejector 422 · The Air–Water Syringe 425 · Retraction of Tissues 426 · Isolite System 427

Techniques for Moisture Control and Isolation 427

Cotton Rolls 428 · Dry Angles 428 · Dental Assistants

Performing Expanded Function 429

Dental Dam 429

Advantages of Dental Dam Use 429 · Contraindications to Dental Dam Isolation 430 · Materials and Equipment 430 · Preparation Before Dental Dam Placement 434 · Placement and Removal Procedures for the Dental Dam 437 Removing the Dental Dam 442

The Dental Dam for Pediatric Patients 442
Placing the Dental Dam for Pediatric Patients 443

Alternatives to the Full Dental Dam Placement 444

Chapter Summary 445

Review Questions 446 · Multiple Choice 446 · Critical Thinking 446 · Web Activities 446

CHAPTER 20 Anesthesia and Sedation 447

Introduction 448

Anesthetics and Sedation 448

Conscious Sedation 448 · Intravenous Conscious Sedation (IV Sedation) 448 · Oral Sedation 448 · Inhalation Sedation 448 · Intramuscular Sedation 448 · General Anesthesia 448 · Topical Anesthesia 449 · Local Anesthesia 449

Topical Anesthetics 449

Local Anesthetics 450

Local Anesthetic Agents 450 · Vasoconstrictors 450

- Possible Complications of Local Anesthetics 450
- Types of Injections 451 · Injection Sites 452

Anesthetics, Syringes, and Needles 452

The Anesthetic Syringe 452 · The Needle 454

The Anesthetic Cartridge 455

Supplemental Anesthetic Techniques 461

Intraosseous Anesthesia 461 · Periodontal Ligament Injection 461 · Intrapulpal Injection 461 · Electronic Anesthesia 462 · Computer-Controlled Local Anesthesia Delivery System 462

Nitrous Oxide Sedation 462

Safety and Precautions 462 · Indications for Use of Nitrous Oxide Sedation 463 · Contraindications for Use of Nitrous Oxide Sedation 463 · Equipment 463

Chapter Summary 466

Review Questions 466 · Critical Thinking 467 · Web Activities 467

SECTION VI Dental Radiography

CHAPTER 21 Introduction to Dental Radiography, Radiographic Equipment, and Safety Protection 470

Introduction 471

The History of Radiology 471

Radiation Physics and Biology 473

The Structure of an Atom and Ionization $473 \cdot \text{Radiation}$ Types $474 \cdot \text{Radiation Units of Measurement}$ 474

Biological Effects of Radiation 476

Somatic and Genetic Effects of Radiation 476
• Radiosensitive Cells 476 • Occupational

Exposure 477 · Daily Radiation Exposure 477

Accumulation of Radiation 477

Components of the Dental X-Ray Unit 477

Control Panel 477 · Characteristics of X-Radiation 478

Arm Assembly and Tubehead 478

Safety and Precautions 480

Manufacturer's Responsibilities 480 · Dentist's Responsibilities 480 · Dental Assistant's

Responsibilities 481 · Patient's Responsibilities 481

Additional Notes on Reducing Radiation Exposure

Radiation Production 482

Dental Intraoral X-Ray Film 482

Composition of Dental X-Ray Film 483 · Film Speed 483 • Film Sizes 483 • Dental Film Packet 484 • Dental Film Storage 484

Chapter Summary 485

Review Questions 485 · Multiple Choice 485 · Critical Thinking 486 · Web Activities 486

Production and Evaluation of CHAPTER 22 **Dental Radiographs**

Introduction 488

Producing Quality Radiographs 488

Preparing for X-Ray Exposure 488 · During Film Exposure 491 · Patient Exposure 491 · After Films Are Exposed 491 · Types of Film Exposures 491

Intraoral Techniques for Film Exposures 492

Bisecting Technique 493 · Paralleling Technique 494 • Full-Mouth Radiographic Survey 497 • Bitewing Series 498 · Anterior Vertical Bitewing 498

Producing Special Radiographs 507

Occlusal Radiographs 507 · Pediatric Radiographs 510 Edentulous Radiographic Survey 511 · Endodontic Radiographic Technique 514 · Special Needs Patients/ Compromised Patients 514

Processing Quality Radiographs 516

Manual Processing Equipment 517 · Processing Preparation 518 · Manual Film Processing Technique 519 · Composition of Processing Solutions 519 · Automatic Processing 521

Mounting Radiographs 522

Common Radiographic Errors 525

Common Exposure Errors 525 · Common Film Processing Errors 528

Duplicating Radiographs 531

Storage of Patient Radiographs 531

The Legal Implications of Radiographs 531

Radiation Risk Communication 531

Quality Assurance 532

Chapter Summary 534

Review Questions 535 · Multiple Choice 535 · Critical Thinking 535 · Web Activities 535

CHAPTER 23 Extraoral and Digital Radiography

Introduction 537

Extraoral Radiographs 537

Panoramic Radiography 537 · Cephalometric Radiographs 544

Radiographic Interpretation 545

Tooth and Surrounding Tissues 546 · Mandibular Landmarks (Figure 23-23) 547 · Maxillary Landmarks (Figure 23-24) 549 · Conditions or Artifacts on X-Rays 549

Imaging Systems/Digital Imaging Systems 550 Computed Tomography (CT Scanning) 551 · Magnetic Resonance Imaging 552

Digital Radiography in the Dental Office 553

The Fundamental Concepts of Digital Radiography 553 · Types of Digital Imaging 553 · Digital Radiography Equipment 555 · Advantages and Disadvantages of Digital Radiography 555

Three-Dimensional Imaging in Dentistry 558 What Is 3-D Imaging? 559 · Which Dentists Would Use 3-D Imaging? 559 · Uses and Benefits 559

Handheld Intraoral Radiography 560

Chapter Summary 560

Review Questions 561 · Multiple Choice 561 · Critical Thinking 562 · Web Activities 562

SECTION VII Dental Specialties

CHAPTER 24 Endodontics 564

Introduction 565

Endodontic Team 565

Progress of Pulpal and Periapical Diseases 565 Pulpitis 565 · Periapical Diseases 565

Endodontic Diagnosis 566

Medical History 566 · Dental History 566 · Clinical Examination and Pulp Testing 566 · Treatment Plan 569

Endodontic Instruments 569

Characteristics of Intracanal Instruments 569 · Barbed Broaches 569 · Files 570 · Rotary Intracanal Instruments 570 · Endodontic Organizers 571

Rubber Stops 571 · Gates-Glidden Drills 571
 Peeso Reamers 571 · Lentulo Spirals 571

• Endodontic Spoon Excavator 572 • Endodontic

Explorer 572 • Endodontic Spreaders, Pluggers, and the Glick #1 572

Endodontic Materials 573

Absorbent Paper Points 573 • Gutta Percha 573 • Irrigation Solutions 573 • Root Canal Disinfecting, Cleaning, and Lubricating 574 · Root Canal Sealers/ Cements 574

Equipment Used in Endodontic Procedures 574

Sterilization Procedures 576

Endodontic Procedures 577

Root Canal Treatment 577 · Endodontic

Retreatment 581 · Pulpectomy 581 · Pulpotomy 581

Surgical Endodontics 581

Apicoectomy and Apical Curettage 581

· Root Amputation 584 · Hemisection 584

· Apexification 584 · Apexogenesis 584

Chapter Summary 585

Review Questions 585 · Multiple Choice 585 · Critical Thinking 586 · Web Activities 586

CHAPTER 25 Oral and Maxillofacial Surgery 587

Introduction 588

The Oral and Maxillofacial Surgeon's Office 588

The Oral and Maxillofacial Surgery Team 588

Oral and Maxillofacial Surgeon 588 · Receptionist and Business Staff 588 · Surgical Dental Assistant 588 · Nurse Anesthetist or Anesthesiologist 589

Oral Surgery Instruments 589

Scalpel 589 · Retractor 590 · Mouth Prop 590 · Hemostat 590 · Needle Holder 591 · Surgical Scissors 591 · Surgical Aspirating Tips 591 · Curettes 592 · Surgical Chisel and Mallet 592 · Rongeurs 592 · Surgical Bone File 593 · Periosteal Elevator 593 · Elevator 593 · Forceps 593

· Surgical Rotary Instruments 596

Asepsis in Oral Surgery 596

Patient Considerations 597

Patient Preparation 597

Oral Surgery Procedures 597

Routine or Uncomplicated Extractions 599 · Multiple Extractions and Alveoplasty 599 · Impacted Teeth Extractions 600 · Cancer and Oral Abnormalities Detection 603 · Biopsy Procedures 605

Postoperative Care of the Patient 607

Postsurgical Complications 607

Alveolitis 607 · Paresthesia 607

Temporomandibular Joint Disease 608

Signs and Symptoms of TMJ Dysfunction 609

 Diagnosing TMJ Dysfunction 609 • Treatment Options for TMJ Dysfunction 609

Hospital Dentistry 611

Orofacial Trauma Patients 611

Advanced Chairside Functions 615

Suture Removal 615

Procedures Prior to Removal of Sutures 615 · Types of Suture Patterns 616 · Suture Removal Criteria 618 · Suture Removal 618 · Post-Suture Removal 618

Chapter Summary 622

Review Questions 623 \cdot Multiple Choice 623 \cdot Critical Thinking 623 \cdot Web Activities 624

CHAPTER 26 Dental Implants 625

Introduction 626

Dental Implants 626

Considerations for Dental Implants $626 \cdot \text{Treatment}$ Sequence $626 \cdot \text{Types}$ of Implants 628

Postoperative Care and Home care Instructions 630

Dental Implant Maintenance 630

Implant Retainer Prostheses 634

Chapter Summary 635

Review Questions 635 · Critical Thinking 636

· Web Activities 636

CHAPTER 27 Oral Pathology 637

Introduction 638

Inflammation 638

Diagnosing Oral Pathology 639

Oral Lesions 639

Above-Surface Lesions 639 · Below-Surface Lesions 639 · Even or Flat with Surface Lesions 639 · Flat or Above-Surface Lesions 640

Biological Agents 640

Actinomycosis 640 · Herpes Simplex 640 · Aphthous Ulcers 640 · Herpes Zoster 641 · Syphilis 641 · Thrush 642 · Cellulitis 642

Physical Agents 642

Denture Irritation Causing Hyperplasia 643 · Amalgam Tattoo 643 · Radiation Injury 643 · Oral Piercing 644 · Tongue Splitting 644

Chemical Agents 644

Aspirin Burn 644 · Nicotine Stomatitis 644 · Chewing Tobacco (Snuff) Lesion 645 · Smoking Other Drugs 645 · Hairy Tongue 645 · Gingival Hyperplasia 646

• Meth Mouth 646

Hormonal Disturbances 646

Pregnancy Gingivitis 646 · Pyogenic Granuloma 647 · Puberty Gingival Enlargement 647

Developmental Disturbances 647

Disturbances in Tooth Development 647 · Oral Tori 648 · Exostoses 648 · Fordyce's Spots (Granules) 648

· Fissured Tongue 648 · Bifid Tongue 649

· Ankyloglossia 649

Nutritional Disturbances 649

Angular Cheilitis 649 · Glossitis (Bald Tongue) 650

Oral Cancer 650

Neoplasms 651

Leukoplakia 651 · Lichen Planus 651

• Erythroplakia 652 • Leukemia 652 • Squamous Cell

Carcinoma 652 · Basal Cell Carcinoma 652

Fibroma 653

Oral Lesions Related to AIDS and HIV 653

Hairy Leukoplakia 654 · Kaposi's Sarcoma 654

Miscellaneous Disorders 654

Acute Necrotizing Ulcerative Gingivitis 654

· Mucocele 655 · Varix 655 · Geographic

Tongue 655 · Anorexia Nervosa and Bulimia 655

• Bell's Palsy 656

Chapter Summary 656

Review Questions 656 · Multiple Choice 656

· Critical Thinking 657 · Web Activities 657

CHAPTER 28 Orthodontics 658

Introduction 659

The Orthodontic Practice 659

Office 659 · Team 659

Occlusion and Malocclusion 661

Normal Occlusion 661 · Malocclusion 661

· Malpositions of Individual Teeth and Groups of Teeth 661

Etiology of Malocclusion 663

Types of Orthodontic Treatments 664

Preventive and Interceptive Orthodontics 664 · Corrective Orthodontics 664

Process of Tooth Movement 664

Preorthodontic Treatment 664

Diagnostic Records 664 · Medical-Dental History 665

· Clinical Examination 665 · Radiographs 665

· Photographs 665 · Study Models 667

Consultation Appointment 667

Orthodontic Appliances 667

Fixed Appliances 667 · Special Fixed Appliances 669 · Removable Appliances 671 · Aesthetic Short-Term Orthodontic Treatment 673

3D Orthodontic Imaging Treatment 674

Orthodontic Instruments 674

Orthodontic Treatment 677

Separators 677 · Selection of Orthodontic Bands 678 · Band Cementation 680 · Direct Bonding

Brackets 680 · Placement of Arch Wire 683

Periodic Office Visits for Adjustments 686

Completion Appointment 687

Chapter Summary 689

Review Questions 689 · Multiple Choice 689 · Critical Thinking 690 · Web Activities 690

CHAPTER 29 Pediatric Dentistry 691

Introduction 692

The Pediatric Dental Office 692

The Pediatric Dental Team 692

Dental Assistant's Role in Pediatric Dentistry 692

Behavioral Characteristics of Children at Various Ages 693

Patient Management 694

Behavioral Assessment 694 • Behavior Management Techniques 695

Patients with Special Health Care Needs 696

The Role of the Parent or Guardian 697

Procedures in Pediatric Dentistry 697

The Examination 697 · Preventive Procedures 698 · Restorative Procedures 699 · Dental Dam

Procedure 700 · Pulp Therapy in Primary and Young

Permanent Teeth 701 · Stainless Steel Crowns 704

Emergency Treatment for Traumatic Injuries 704 Fractured Teeth 704 • Traumatic Intrusion 707

· Displaced Teeth 707 · Avulsed Teeth 708

Child Abuse 708

The Law and Reporting Child Abuse 708

Chapter Summary 708

Review Questions 709 · Multiple Choice 709 · Critical Thinking 709 · Web Activities 710

CHAPTER 30 Enamel Sealants 711

Introduction 712

Advanced Chairside Functions 713

Dental Sealants 713

Indications and Contraindications for Sealants 713

• Determination to Place Dental Sealants 713

Role of the Dental Assistant 714

Dental Caries and How Dental Sealants Work 714

Dental Sealant Materials 714

Bonding, Etching, and Conditioning 715 Curing Process 716

Placement of Dental Sealants 717

Problems with Sealants 717

Chapter Summary 720

Review Questions 721 \cdot Multiple Choice 721 \cdot Critical Thinking 721 \cdot Web Activities 722

CHAPTER 31 Periodontics 723

Introduction 724

Periodontal Team 724

Periodontal Disease 724

Symptoms of Periodontal Disease 724 · Causes of Periodontal Disease 725 · Classifications of Periodontal Disease 725

Periodontal Diagnostic Procedures 729

Medical Dental History 729 · Clinical Examination 730 · Periodontal Screening and Recording (PSR)

System 732 · Radiographic Interpretation 732

Presentation of Treatment Plan 733

· Chemotherapeutic Agents 733

Periodontal Instruments 733

Instrument Sharpening 733 · Periodontal Probes 734

 \cdot Explorers 734 \cdot Curettes 734 \cdot Scalers 735

· Files 736 · Air Polishing Systems 736

Periodontal Knives 736
 Interdental Knives 736

· Periotomes 736 · Surgical Scalpel 737

• Electrosurgery 737 • Pocket Marking Pliers 737

Periosteal Elevators
 738
 Periodontal Scissors,
 Rongeurs, and Forceps
 738

Lasers 739

Who Regulates Lasers in Dentistry 739 • Uses of the Dental Laser 740 • Safety When Using Lasers 740 • Benefits of Lasers in Dentistry 740

Nonsurgical Periodontal Procedures 740

Occlusal Adjustment 741 · Scaling and Polishing 741

· Root Planing 743 · Gingival Curettage 743

Postoperative Treatment 743

Surgical Periodontal Procedures 743

Preoperative Instructions 743 · Gingivectomy 743

· Gingivoplasty 743 · Periodontal Flap Surgery 745

Osseous Surgery 746
 Mucogingival Surgery 747

Gingival Grafting/Connective Tissue Grafting 747

Frenectomy 747 · Guided Tissue Regeneration 748

Periodontal Plastic Surgery 748

Periodontal Dressing 748 · Types of Periodontal Dressings 748

Periodontal Maintenance Procedures 751

Chapter Summary 751

Review Questions 752 · Multiple Choice 752 · Critical Thinking 753 · Web Activities 753

CHAPTER 32 Coronal Polish 754

Introduction 755

Advanced Chairside Functions 755

Rationale for Performing Coronal Polish 755

Contraindications and Modifications 755

Dental Deposits 756

Soft Deposits 756 · Calculus 756 · Stains 756

Abrasives and Polishing Agents 759
Abrasives 759

Equipment and Supplies 760

Use of Dental Handpiece for Coronal Polish 760

· Use of Rubber Prophy Cup 761

Systematic Procedure 762 · Prophy Brush 762

Dental Tape and Dental Floss 762

Maintaining the Operating Field 762

Dental Assistant Guidelines 768 · Patient

Considerations 768 · Dental Light Use 768 · Oral Cavity Maintenance 768

Auxiliary Polishing Aids 768

Bridge Threaders 768 · Abrasive Polishing Strips 768 · Soft Wood Points 769 · Interproximal Brushes 769

Chapter Summary 771

Review Questions 772 • Multiple Choice 772 • Critical Thinking 772 • Web Activities 772

CHAPTER 33 Fixed Prosthodontics and Gingival Retraction 773

Introduction 774

Role of the Dental Assistant 774

Patient Considerations 774

Case Presentation 774

Types of Fixed Prostheses 775

Crowns 775 · Inlays and Onlays 775 · Bridges 776

· Veneers 777

Types of Materials Used for Fixed Prostheses 781

Gold Casting Alloys 781 · Tooth-Colored Cast Restorations 781

General Steps in Fixed Prosthesis Procedures 782

CAD/CAM Restorative Systems 788

Role of the Laboratory Technician 788

Fabrication of a Prosthesis in the Dental Laboratory 788

Retention Techniques 789

Core Buildups 789 · Retention Pins 789 · Post-Retained Cores 790 · Implant Retainer Prostheses 790

Maintenance of the Fixed Prosthodontics 790

Fixed Prostheses Maintenance 791

Advanced Chairside Functions 792

Gingival Retraction 792

Types of Gingival Retraction 792

Mechanical Retraction 792 · Retraction Systems 792 · Chemical Retraction 795 · Surgical Retraction 795

Chapter Summary 796

Review Questions 796 \cdot Multiple Choice 796 \cdot Critical Thinking 797 \cdot Web Activities 797

CHAPTER 34 Computerized Impression and Restorative Systems 798

Introduction 799

The Role of the Dental Assistant 799

Patient Considerations 799

CAD/CAM Restorative Systems for the Dental Office 799

Taking Virtual Impressions in the Dental Office 800

Fabricating and Milling the Restoration 801

Completion of the Restoration 802

CAD/CAM Systems for Dental Laboratories 802

Chapter Summary 805

Review Questions 806 \cdot Multiple Choice 806 \cdot Critical Thinking 806 \cdot Web Activities 806

CHAPTER 35 Cosmetic Dentistry and Teeth Whitening 807

Introduction 808

Cosmetic Dentist and Staff 808

Dental Staff 808

Scope of Cosmetic/Esthetic Dentistry 809

Fundamentals of Cosmetic Dentistry 810

Light 810 \cdot Color 811 \cdot Illusion 811 \cdot Shape and Form 811

Cosmetic Dentistry and Psychology 812

Psychological Influences 812 · Sociological Influences 812

How a Patient Selects a Cosmetic Dentist 813

Procedures in Cosmetic Dentistry 813

Diagnosis and Treatment Planning 813 · Legal Forms and Documentation 815

Oral Photography 817

Uses of Oral Photography 817 · Basic Equipment for Dental Photography 817 · Extraoral Techniques 818 · Intraoral Techniques 818

Contouring Soft Tissues in Cosmetic Dentistry 819
Indications for Treatment 819 • Methods for Soft Tissue
Contouring 820 • Basic Clinical Technique for Soft Tissue
Contouring 820

Occlusion in Cosmetic Dentistry 820

Types of Restorations and Materials 821

Marketing Cosmetic Dentistry 822

Marketing Plan for the Dental Office 822

Advanced Chairside Functions 823

Introduction to Tooth Whitening 823

Shade Guides 823

How Teeth Are Whitened 824

Hydrogen Peroxide 824 · Carbamide Peroxide 824

Sodium Perborate 824

Causes of Tooth Stains 825

Role of the Dental Assistant 825

Whitening Techniques 825

Nonvital Whitening 825

Vital Whitening in Dental Office 826 · Home Whitening Techniques 827

Over-the-Counter Whitening Materials 827

Whitening Strips 827

Whitening Gel 828 · Home Tray Whitening Systems 828 · Whitening Toothpastes 828

Patient Information 829

Chapter Summary 832

Review Questions 833 \cdot Multiple Choice 833 \cdot Critical Thinking 833 \cdot Web Activities 833

CHAPTER 36 Removable Prosthodontics 834

Introduction 835

Patient Considerations 835

Dental Assistant's Role 835

Diagnosis and Treatment Planning 835

Consultation Appointment 836

Removable Partial Denture 836

Advantages of a Removable Partial Denture 836

Considerations for a Partial Denture 836
 Components of a Removable Partial Denture 836
 Partial Denture Procedure 838

Home Care Instructions for a Partial Denture 842

Complete Denture 842

Considerations for a Complete Denture 843 · Necessities for Successful Denture Treatment 843 · Components of a Complete Denture 843 · Examination and Diagnosis Appointments for Complete Denture 845 · Consultation and Oral Surgery Appointments 845 · Final Impressions Appointment 845 · Jaw Relationship Appointment 847

• Denture Construction between Appointments 848

Denture Construction between Appointments—Laboratory
 Procedures 849 · Try-In Appointment 849 · Denture
 Construction between Appointments—Final Laboratory
 Procedures 849 · Denture Delivery Appointment 850

· Denture Adjustment Appointments 850

Denture Reline 852

Denture Repair 854

Polishing Removable Prostheses 855

Overdenture 855

Endosseous Implant and Overdenture 856

Chapter Summary 856

Review Questions 857 \cdot Multiple Choice 857 \cdot Critical Thinking 858 \cdot Web Activities 858

SECTION VIII

Restorative and Laboratory Materials and Techniques

CHAPTER 37 Dental Cements, Bases, Liners, and Bonding Agents 860

Introduction 861

The Role of the Dental Assistant 862

Properties of Dental Materials 862

Acidity 862 · Adhesion 862 · Biting Forces 862

· Corrosion 863 · Dimensional Change 863

• Elasticity 863 • Flow 863 • Galvanism 863

· Hardness 863 · Microleakage 863 ·

Retention 863 · Bonding 864 · Solubility 864

· Thermal Properties 864 · Viscosity 864

· Wettability 864

Types of Restorative Dental Materials 864
Dental Cements 864

Uses of Dental Cements 865 · Zinc Phosphate Cement 865 · Zinc-Oxide-Eugenol Cement 868 · Polycarboxylate Cement 868 · Glass Ionomer

Cement 871 · Resin-Modified Glass Ionomer

Cement 874 · Calcium Hydroxide Material 875 · Cavity Varnish 876 · Properties 876 · Fluoride Varnish 876 · Composite Resin Cement 877 · Compomer

Cement 878 · Etchants 878

Bonding Agents 879

Enamel Bonding 879 · Dentin Bonding 881

Restorative Dentistry 881

Classification 881 · Cavity Detection 881 · Cavity Cleaners/Disinfectants 881 · Desensitizers 882 Cavity Preparation and Identification 882 • Elements of Cavity Preparations 883

Advanced Chairside Functions 885

Placing Cements, Bases, and Liners 885

Cavity Preparation/Pulpal Involvement 885

Treatment of Cavity Preparations 885

Cavity Liners 886 · Cavity Varnish 886 · Cement Bases 886

Chapter Summary 890

Review Questions 890 · Multiple Choice 890 · Critical Thinking 891 · Web Activities 891

CHAPTER 38 **Restorative Materials and Matrix** and Wedge 892

Introduction 893

Amalgam Restorative Materials 893

Composition 893 · Types of Dental Amalgam 893 · Mercury Used in Dental Amalgam 893 · Forms of Dental Alloy 895 · Amalgam Properties 895

Amalgam Manipulation 895 Amalgam Bonding 898

· A Complete Amalgam Procedure 898

Composite Restorative Materials 900

Composition 901 · Composite Properties 902

Manipulation Considerations 902 · Modifications 903

Glass Ionomer Restorations 906

Hybrid (or Resin-Modified) Glass Ionomers 906

Compomers 907

Advanced Chairside Functions 907

Matrix and Wedge 907

Matrices 907 · Wedges 907 · Tofflemire Matrix 907

Matrix Bands 908

AutoMatrix 913 · Plastic Strip Matrix 913 · Sectional Matrix Systems 914

Chapter Summary 915

Review Questions 916 · Multiple Choice 916 · Critical Thinking 916 · Web Activities 916

Laboratory Materials and CHAPTER 39 Techniques 917

Introduction 918

Hydrocolloid Impression Materials 918

Alginate (Irreversible Hydrocolloid) Impression Material 918 Taking Alginate Impressions for Diagnostic Casts (Study Models) 921

Wax Bite Registration 926

Reversible Hydrocolloid Impression Material (Agar-Agar) 928

Elastomeric Impression Materials 929

Polysulfide 929 · Silicone (Polysiloxane and Polyvinyl

Siloxanes) 931 · Polyether 933

Gypsum Materials 934

Plaster 935 · Type I: Impression Plaster 935

· Type II: Laboratory or Model Plaster 935 · Type III:

Laboratory Stone 935 · Orthodontic Stone 935

Type IV: Die Stone 935 · Type V: High-Strength, High-Expansion Die Stone 935

Trimming and Finishing Diagnostic Casts 940

Articulating Casts or Study Models 945

Facebows and Articulators 945

Facebow Transfer 945

Articulator 945

Dental Waxes 948

Wax Groups 949

Custom Trays 950

Self-Curing Acrylic Tray Resin Custom Trays 950 · Light-Cured Acrylic Tray Resin Custom Trays 950 · Vacuum-Formed Custom Trays 953 · Thermoplastic Tray Material Custom Trays 953

Constructing a Custom Tray 955 Outlining Tray Margins 955

Vacuum-Formed Tray 956

Temporary (Provisional) Restorations 956

Types of Temporary Restorations 956

Chapter Summary 968

Review Questions 969 · Multiple Choice 969 · Critical Thinking 969 · Web Activities 969

Dental Practice SECTION IX Management

CHAPTER 40 Dental Office Management 972

Introduction 973

Reception Area 973

Business Office Staff 973

Front Office Assistant 973 · Dental Office Manager 974

Marketing a Dental Practice 974

Online Marketing 974

U.S. Postal Service 975

USPS Services 975

Telephone Technique 976

Basic Telephone Techniques 976 · Call Types 976

Answering Calls 976 · Placing Callers on Hold 976

Taking Messages 976 · Outgoing Calls 977

English as a Second Language 977 · Telephone and Communication Technology 977

Business Office Systems 979

Dental Office Software 979 · Database Management 981 · Computer Safety 981

Patient Scheduling 982

Appointment Books 982 · Computer Scheduling 984

· Appointment Book Entries 984 · Recall Patients 985

· Advance Appointment Scheduling 985

Dental Records Management 986

Equipment and Supplies for Record Management 986

Patient Chart Filing 987 · Record Confidentiality 987

Archival Storage 988 • Electronic Record Keeping 988

Paperless Dental Practice 988
 Daily Schedule 988

Patient Account Management 989

Pegboard System of Account Management 989

Computerized Account Management Systems 989

Accounts Receivable 989

Patient Fees 990 · Posting Patient Fees 991

Posting Patient Payments 991 · Bank Deposits 991

Monthly Billing 991 · Financial Information 995

· Dental Insurance 995 · Capitation Program 997

- Contract Fee Schedule Plan 997
 Direct Reimbursement Plans 997
 Preferred Provider Organizations 997
- $\dot{\ }$ Submitting Dental Insurance Claims 997 $\dot{\ }$ Collection Management 998 $\dot{\ }$ Special Collection Situations 1000

Accounts Payable 1000

Inventory Supply Systems 1000 · Account
Payment 1002 · Petty Cash 1002 · Payroll 1002

Staying Current 1004

Connecting with the Office Through Mobile Devices 1004 \cdot Web Conferencing 1004 \cdot Distance Learning 1004

Chapter Summary 1005

Review Questions 1006 · Multiple Choice 1006 · Critical Thinking 1006 · Web Activities 1007

CHAPTER 41 Employment Strategies 1008

Introduction 1009

Obtaining National Certification 1009

State Requirements 1009

Employment 1010

Solo or Partnership Practice 1010 • Group Practice 1010 • Dental Specialty Practice 1010

- Public Health and Government Programs 1010
- Teaching, School Clinics, and Laboratories 1010
- · Veterans' Hospitals 1011 · Dental Supply

Companies 1011 · Insurance Companies 1011

Employment Search 1011

Preparing a Cover Letter and Résumé 1011

Cover Letter 1011 · Résumé 1012

Setting Up an Interview 1015

Interview Process 1015

Leaving the Interview and Following Up 1016 • Receiving an Employment Offer 1017

Professional Conduct During Employment 1017
Terminating Employment 1019 · Continued
Success 1019

Chapter Summary 1019

Review Questions 1020 • Multiple Choice 1020 • Critical Thinking 1020 • Web Activities 1020

APPENDIX A Dental and Dental-Related
Organizations and Publications
Resource List 1021

APPENDIX B Stages of Tooth Eruption 1023

GLOSSARY 1025

REFERENCES 1057

INDEX 1059



NEW TO THIS EDITION

Chapter 1

- Added discussion of:
 - Dr. Samuel D. Harris
 - Expanded Function Dental Assistant
 - Sterilization Assistant

Chapter 2

- Added discussion of:
 - Dental phobias and patient concerns
 - Generation "Z"
 - Stress in the dental office
 - Conflict resolution

Chapter 3

- Added discussion of emotional abuse, domestic violence, and elder abuse
- Some additional minor updates and points of clarification

Chapter 4

- Added discussion of:
 - Updates related to the latest advances in mechanical toothbrushes
 - Fluoride varnish, including the procedure for application
- Revised content on age characteristics into tabular form for ease of comprehension

Chapter 5

- Added discussion of:
 - Technology-related health and fitness devices, such as the FitBit, as well as a variety of fitness and weight loss apps.
 - Trend of consumption of energy drinks and shots
 - Add more on diet and culture and how it relates to oral health

Chapter 10

- Added discussion of:
 - MRSA
 - Swine Influenza
 - Ebola
 - Pandemic

Chapter 11

- Added discussion of:
 - National Institute of Health

- National Institute of Occupational Safety and Health
- Recommendations for environmental infection control
- Greener infection control
- Surface disinfectants
- Sanitation and disinfection wipes
- Mechanical sterilization monitoring
- Updated CDC regulations/recommendations throughout
- Expanded content on dental unit waterlines
- Procedure for treatment of dental unit waterlines

Chapter 12

- Includes updates to the Hazardous Materials Standard including
 - Switch from MSDS to SDS
 - Hazard communication pictograms
 - Globally Harmonized System of Classification and Labeling of Chemicals (GHS)

Chapter 15

• Includes an added discussion of pharmacokinetics

Chapter 16

- Added the following procedures:
 - Treating the patient with asthma
 - Treating the hyperventilating patient
 - Treating patients experiencing a seizure
 - Treating a hypoglycemic patient
 - Treating the patient with angina

Chapter 17

Minor updates throughout, particularly of updates to equipment

Chapter 18

- Added three procedures: identification of cutting, non-cutting, and rotary instruments.
- Added discussion on the ultrasonic and laser handpiece.

Chapter 19

• Content on the dental dam, formerly covered in Chapter 34, has been moved to this chapter.

Chapter 21

Updates throughout the chapter

Chapter 22

- Added procedure for the assembly of film positioning devices
- Added discussion of care for visually and hearing impaired patients
- Added discussion on the communication of radiation risks

Chapter 23

 Updated to include more content and discussion related to digital radiography

Chapter 24

Added more information on the endodontic microscope

Chapter 25

- Added discussion of surgical rotary instruments
- Content on dental implants has been moved to its own chapter (see Chapter 26).
- Added discussion of paresthesia as a complication of dental surgery

Chapter 26

 Content on dental implants has been moved to its own chapter; this was formerly covered in Chapter 25.

Chapter 27

- Formerly Chapter 26
- Added discussion of thrush, cellulitis, oral cancer, and leukemia

Chapter 28

- Formerly Chapter 27
- Added discussion of short-term orthodontic treatment for cosmetic reasons

Chapter 29

- Formerly Chapter 28
- Added discussion of patients with special needs
- Added discussion of diet and its relationship to pediatric dentition
- Content on dental sealants has been moved to its own chapter (see Chapter 30)

Chapter 30

- Content on dental sealants has been moved to its own chapter; this was formerly covered in Chapter 28.
- Content has been expanded to cover more detail in types of materials and techniques.

Chapter 31

- Formerly Chapter 29
- Expanded discussion of the use of lasers
- Added discussion of additional types of graft surgeries
- Added discussion of periodontal plastic surgery
- Content on coronal polish has been moved to its own chapter (see Chapter 32).

Chapter 32

 Content on coronal polish, formerly covered in Chapter 29, has been moved to its own chapter, this was formerly covered in Chapter 29.

Chapter 33

- Formerly Chapter 30
- Added information on digital shade guides
- Added discussion of the steps for fixed prosthesis procedures

Chapter 34

- New chapter covering CAD/CAM systems
- Expanded on information and added a procedure

Chapter 35

- Formerly Chapter 31
- Added content on in office whitening with the laser
- More information on patient preparation and maintenance.

Chapter 36

- Formerly Chapter 32
- Added discussion of home care instructions

Chapter 37

- Formerly Chapter 33
- Added discussion of fluoride varnish
- Added procedure for placement of desensitizing agents
- More content on the types of glass ionomer cements

Chapter 38

- Formerly Chapter 34
- Dental dam content moved to its own chapter (see Chapter 19)

Chapter 39

- Formerly Chapter 35
- Updates to materials where appropriate
- Content on CAD/CAM moved to Chapter 34

Chapter 40

- Formerly Chapter 36
- Added discussion of online marketing, websites, and social media, as well as paperless practices
- Eliminated content on paging systems
- Minimized content on pegboard systems and expanded content on computerized billing systems

Chapter 41

- Formerly Chapter 37
- Added discussion of state requirements

PREFACE

The world of health care changes rapidly. The twenty-first century presents health care professionals with more challenges than ever before—but with challenge comes opportunity. Job prospects for dental assistants have never been better. The Bureau of Labor Statistics expects employment in our field to grow much faster than the average for all occupations through the year 2024. Population growth and greater retention of natural teeth will fuel demands for dental services. As the health care industry requires more services to be completed by dentists, the dental assistant will be more valuable and needed than ever before. Many states are passing legislation allowing for an expansion in the skills that dental assistants can provide—with additional training. Placing restorations, obtaining virtual impressions, and monitoring general sedation are a few examples.

As dental assistants, you'll be expected to take on an increasing number of clinical and administrative responsibilities to stay competitive. Now is the time to equip yourselves with the range of skills and competencies you'll need to excel in the field. Now is the time to maximize your potential, to expand your base of knowledge, and to dedicate yourself to become the multi-faceted dental assistant required in the twenty-first century.

This text and complete learning system, *Dental Assisting:* A Comprehensive Approach, fifth edition, will guide you as a dental assisting student on this journey. The result of years of research, writing, and testing, this system is designed to prepare the dental assisting student for the Dental Assisting National Board (DANB) certification examination, some state credentialing and the workplace. It presents information in a unique manner, using a variety of formats that account for the many ways in which today's students learn.

To receive the full value of *Dental Assisting: A Comprehensive Approach*, fifth edition, it's important to understand the structure of the text, chapters, and supplements and how they are all integrated into a complete learning system. Together, these materials will make your dental assisting education comprehensive and meaningful, providing you with the skills, knowledge, principles, values, and understanding needed to excel in your chosen profession.

The Learning System

The components of the learning system were developed with today's learner in mind. The authors and Cengage Learning recognize that students learn in different ways—they read, write, listen, watch, interact, and practice. For this reason,

we've created a variety of products learners can use to fully comprehend and retain what they are taught. An instructor's manual ties the components together, making classroom integration easy and fun.

• The Text

This text delivers comprehensive coverage of dental assisting theory and practice, supported by full-color illustrations and photographs throughout with 169 step-by-step procedures in nine sections. Section I-Introductionintroduces learners to the profession and its history as well as communication and legal issues. Section II—Prevention and Nutrition—covers general techniques to maintain health and wellness of the oral cavity and the dentition. Section III—Basic Dental Sciences—covers the basics of general anatomy, head and neck anatomy, embryology, histology, tooth morphology, charting, and microbiology, creating a foundation on which learners can move forward in skills training. Section IV—Preclinical Dental Skills prepares students in the areas of infection control, hazardous materials management, patient care, pharmacology, and emergency management, which are critical elements to the profession. Section V—Clinical Dental Procedures the introduction to the dental office and equipment, covers chairside assisting, instruments, and the management of pain and anxiety. Section VI—Dental Radiography provides updated information on radiographic techniques and procedures, including the latest on digital and 3-D radiography. Section VII—Dental Specialties—introduces learners to the specialized areas of endodontics, oral maxillofacial surgery, dental implants, oral pathology, cosmetic dentistry, orthodontics, pediatric dentistry, periodontics, fixed prosthodontics, computerized impression and restorative systems, and removable prosthodontics. This section also includes information on advanced functions, such as coronal polish, dental sealants, and tooth whitening and retraction cord placement. Section VIII—Restorative and Laboratory Materials and Techniques—covers chairside restorative materials and techniques, and laboratory and impression materials and techniques. Section IX—Dental Practice Management—contains coverage of dental office management, dental computer software, dental insurance, employment portfolios, and legal and ethical considerations, which are important components for managing a dental practice properly.













LEGAL



SAFETY



TECHNOLOGY



GLOBAL/CULTURAL ISSUES



DANB EXAM COMPONENT

- Each chapter includes the following pedagogical features:
- Specific Instructional Objectives
- Key Terms (key terms also appear in color in the text)
- Pronunciation of difficult terms the first time they appear in the text
- Introduction
- Step-by-step procedures with icons indicating handwashing, gloves, mask and protective eyewear, basic setup, and expanded functions
- In-text icons identifying legal, safety, technology, and global/ cultural issues, as well as DANB exam components
- Boxed information containing tips and summaries
- Summary
- Case Studies
- Web Activity boxes
- Review questions, including critical thinking

MindTap

It's 1 AM, there are 20 tabs open on your computer, you lost your flashcards for the test, and you're so tired you can't even read. It'd be nice if someone came up with a more efficient way of studying. Luckily, someone did. With a single login for MindTap* Dental Assisting for Dental Assisting: A Comprehensive Approach, fifth edition you can connect with your instructor, organize coursework, and have access to a range of study tools, including the ebook and apps all in one place!

- Manage your time and workload without the hassle of heavy books! The MindTap Reader keeps all your notes together, lets you print the material, and will even read text out loud.
- Need extra practice? Find prepopulated flashcards and the entire e-book in the MindTap Mobile App, as well as quizzes and important course alerts.
- Want to know where you stand? Use the Progress app to track your performance in relation to other students.

- Engage with the material. Videos and animations help your understanding of key concepts while simulations and quizzing helps you bridge the gap from learning to real-world application.
- The MindTap eReader takes the textbook experience to a whole new level with the ability to have the material read to you with Readspeaker, print the material and take it with you for on the go preparation, and take notes or highlights within the eReader, which feeds to the StudyHub App for easy study guide creation.
- The New MindTap Mobile App not only includes access to the ebook both online and off, but keeps you connected to your instructor and your course with alerts and notifications. It also arms you with on-the-go study tools like flashcards and quizzing, helping you to manage your limited time efficiently.
- Flashcards are pre-populated to provide a jump-start on your course preparation and studying. You can also create your own customized cards as you move through the course material.

• Instructor Companion Web Site

An Instructor Companion Web Site is available to facilitate classroom preparation, presentation, and testing. This content can be accessed through your Instructor SSO account. To set up your account:

- O Go to www.cengagebrain.com/login.
- Ochoose Create a New Faculty Account.
- O Next you will need to select your **Institution**.
- O Complete your personal **Account Information**.
- Accept the License Agreement.
- Choose Register.
- Your account will be pending validation—you will receive an email notification when the validation process is complete.
- If you are unable to find your Institution, complete an Account Request Form.

Once your account is set up, or if you already have an account:

- Go to www.cengagebrain.com/login.
- O Enter your email address and password and select **Sign In**.
- O Search for your book by author, title, or ISBN.
- Select the book and click Continue.
- You will receive a list of available resources for the title you selected.
- Choose the resources you would like and click Add to My Bookshelf.

Components available on the Instructor Companion Web Site include a(n):

Computerized test bank, a 2,300-question bank with questions geared to text chapters and the DANB exam; available for download in many different LMS options

- Instructor presentations on PowerPoint with talking points, designed to support and facilitate classroom instruction
- An electronic version of the *Instructor's Manual*, so that notes and ideas can be customized
- Dental assisting curriculum cross referencing all of Cengage Learning's dental assisting materials to create a dynamic learning system
- Correlation guide to help make a smooth transition from the third edition to the fourth edition
- Additional handouts on Key Terms Review and additional activities such as crossword puzzles, word searches, matching, and labeling exercises
- O Skill checklists to use for student evaluation.

• Student Workbook (Order #978-1-3059-6764-9)

The workbook, which corresponds to the text, contains chapter objectives, summaries, exercises in a variety of formats, and skill sheets to test competencies. The workbook contains a section with activities that allow you to practice with the Dentrix software.

Other Supporting Materials Include:

- Dental Terminology, 3rd Edition (Charline Dofka) (Order #978-1-13301-9718)
- Dental Assisting Coloring Book (Donna Phinney and Judy Halstead) (Order #978-1-4390-5931-9)
- Dental Assisting Instrument Guide (Donna Phinney and Judy Halstead) (Order #978-1-1336-9159-4)
- Dental Assisting Materials Guide (Donna Phinney and Judy Halstead) (Order #978-1-4180-5199-0)
- O Dental Assisting Video Series (Order #978-1-4180-2963-0)

When you use all these components together, you'll discover an innovative, comprehensive system of teaching and learning that prepares students for success in the twenty-first century.

About the Authors

Donna J. Phinney is the Program Director for Spokane Community College's Dental Assisting Program. She has spent more than 25 years in the dental field as a dental assistant, a dental office consultant, an office manager, and an educator. Donna holds a bachelor of arts from Eastern Washington University, a master in education from Whitworth College, and an associate of science and certificate in dental assisting from Spokane Community College. A certified dental assistant, she is active in the Washington State Dental Assisting Association, where she served as president from 1992 to 1993. She obtained her fellowship from the American Dental Assisting Association in 2002. Donna was a consultant for the American Dental Association, Commissioner on Dental Accreditation for 17 years

and was on the Dental Assisting Review Committee, and she was a Commissioner for the American Dental Association, appointed by the American Dental Assistants Association.

Judy H. Halstead is Professor Emeritis at Spokane Community College. She has more than 25 years' experience teaching and more than 10 years' experience as a dental assistant. She was a program director for dental assisting in a private college and for a high school skills center. Judy holds a bachelor of arts from Eastern Washington University, is a certified dental assistant, and has an expanded functions certificate. She has been a member of local, state, and national Dental Assistants Associations for the past 25 years. She served as president of the Washington State Dental Assisting Association from 1994 to 1995. Judy has presented lectures and workshops at local, state, and regional dental conferences.

Acknowledgments

The authors would like to thank Cengage Learning and its staff, whose assistance and encouragement in this pursuit are greatly appreciated.

We would also like to thank the many dentists with whom we have had the opportunity to work and who made dental assisting a career to be proud of.

We would like to thank our peers across the nation, especially the Allied Health Department and staff and friends at Spokane Community College, who encouraged us throughout this endeavor. The students, who in the end make everything worthwhile, are to be thanked for their desire to learn and the ongoing challenge they present to their instructors.

We would like to thank our daughters, Heidi and Traci, who continue to love and support us and who took part in this revision.

Last, but never least, we would like to thank our husbands, Dwayne and Chuck, and our families, who supported and encouraged us throughout this project. Their understanding, patience, and love allowed us to stay on track and to complete the task at hand. Thank you!

We also want to thank the following individuals and facilities for providing valuable assistance in the development and production of this project:

- Pat Norman, CDA, who continues to give so much; we appreciate all her help in revising the chapters on radiography and orthodontics.
- Helen Fairchild, RDA, for revising chapters on Management of Hazardous Materials and Laboratory Materials and Techniques.
- Cynthia Lamkin, RDA, RDH, for revising the chapter on Dental Office Management.
- Julie Davitt, CDA, who supported and encouraged us throughout this project.
- Peg Jacobs Bloy, CDA, RDH, MS, and Middlesex Community College, for their coordination and assistance while allowing us to photograph in their facility.

- Rita Johnson, CDA, COA, RDH, MA, and Dr. Vincent DeAngelis, who provided assistance and many pictures for the text.
- Dr. Clifton Caldwell, who continues to help us with our endeavors both in student education and in publishing.
- Dr. Dale Ruemping, Dr. Steven Crump, Dr. Ola England, Dr. George Velis, Dr. Gary Shellerud, Dr. Dwight Damon, Dr. Earl Ness, Drs. Rodney Braun and Chris Chaffin, and Dr. Steven Gregg, who continue to help us with student education, and provided pictures for the text.
- The reviewers who spent their time and energy to make this a better text.
- Anderson's Dental Laboratory, for continuing to help us with student education, and providing pictures and models for the text.
- Dr. Joseph Konzelman, who provided many pictures for the text.
- Dr. Steven Bates, Dr. Greg Miller, and their staff for assisting us with numerous photos of their office.
- Nici Roberts, CDA, who assisted with photos and time.
- Kathy Thurber, Dental Assistant, who assisted with photos and time.
- Dr. Jay Enzler, pediatric dentist, who allowed us to take numerous photos of his entire pediatric office, including photos of his staff and patients during routine procedures.
- Dr. Duane Grummons, orthodontist, who allowed us to take photos of his office and provided us with additional photos of advanced technology for use in the textbook.
- Dr. Charles Rigalotto, general and cosmetic dentist, and his assistant Judy Miner, for assisting us with numerous photos of his office, equipment, and tray setups.
- Students in the Dental Assisting Class of 2011–2012. With special thanks to Stephanie Alcock, Ivan Chavdar, Rebekah Ehlers, Aimee Nimri, Heather Layson and Alysia Cross and her children. Johnson, Stephanie Mueller, Laura Potts, Kristine Smasel, Hong-Van tran, and Amorette Verduin for going the extra mile.
- Dr. Dale Ruemping, pediatric dentist; Dr. Kenji Higuchi, oral maxillofacial surgeon; and Dr. Steven Crump, general dentist, for providing pictures of various procedures and techniques.
- Troy Schmidt, sales representative for KaVo Technologies/ Gendex Imaging.

Reviewers of the Fifth Edition

Terri Bannor

Northwest Technical College

Miriam Chacon

Passaic County Technical Institute

Cindy Cronick, BS, CDA

Metro Community College in Omaha

Cynthia Gasparik, CDA

Institute of Medical Careers

Robin Givens, CDA

Westwood College

Yolanda Johnson Gray

Fortis College

Carol Hall-Pace

Martin Luther King Jr. Career Center

Tija Hunter, CDA, EFDA, CDIA, FADAA

Dental Careers Institute

Shauna Phillips

Fortis College

Judith Shannon, CDA, RDH

Massasoit Community College

Donna Zagame, AS

Milwaukee Career College

Reviewers of the Fourth Edition

Annette Scranton, EFDA

Remington College/West Campus North Olmsted, Ohio

Bobby A. Sconyers, BA, CDA, CPFDA

Professor

South Florida State College

Avon Park, Florida

Connie Myers Kracher, PhD, MSD

Chair, Department of Dental Education Indiana University-Purdue University Fort Wayne Fort Wayne, Indiana

Deborah K. LeBeau, AACOM, CDA

Fortis College

Stow, Ohio

Diana M. Sullivan, CDA, LDA, M.Ed

Program Director

Dakota County Technical College

Rosemount, Minnesota

Jan DeBell, CDA, EFDA, BS

Front Range Community College Fort Collins, Colorado

Jennifer Dumdei, LDARF, CDA

South Central College

North Mankato, Minnesota

Jill Brunson, CDA, RDA

Dental Assisting Instructor

Texas State Technical College Harlingen Harlingen, Texas

Joyce T. Uyeda Yamada, CDA, RDH, MS

Program Coordinator and Instructor University of Hawaii Maui College Maui, Hawaii

Judith A. McCauley, RDH, MA

Associate Professor Chair, Dental Hygiene Department Palm Beach State College Lake Worth, Florida

xxxi

Kerri H. Friel, RDH, COA, CDA, MA

Dental Health Programs, Assistant Professor Community College of Rhode Island Lincoln, Rhode Island

Lea Anna Harding, CDA, B.S.Ed

Gwinnett Technical College Lawrenceville, Georgia

Michelle Bissonette, CDA, EFDA, BS

Indiana University School of Dentistry Bloomington, Indiana

Professor Teresa A. Macauley, CDA, EFDA, MS

Ivy Tech Community College of Indiana Kokomo, Indiana

Stephanie Joyce Schmidt, CDA, CPFDA, CDT, RDAEF2, MS

Pasadena City College Pasadena, California

Stephanie Olson, BA, CDA

Coordinator, Dental Assisting Program University of Alaska Anchorage Anchorage, Alaska

Terry R. Dean, DMD

Associate Professor Western Kentucky University Bowling Green, Kentucky

Tracie E. West

Dental Assistant Remington College-Cleveland West North Olmsted, Ohio

Reviewers of the First, Second, and Third Editions

Betty Ladley Finkbeiner, CDA, RDA, BS, MS

Washtenaw Community College Ann Arbor, Michigan

Cynthia S. Cronick, CDA, AAS, BS

Dental Assisting Instructor Southeast Community College Lincoln, Nebraska

Denis Campopiano, CDA, RDH, BS

Dental Assisting Program Director Ogeechee Technical College Statesboro, Georgia

Dennis Garcia, DMD, RDA

Curriculum Manager, Health Sciences Corinthian Colleges, Inc.

Diana M. Sullivan

Director Dental Assisting Program/Instructor Dakota County Technical College Rosemount, Minnesota

Heidi Denson

Instructor Ogden Weber Applied Technology Ogden, Utah

Janet Wilburn, BS, CDA

Director Dental Assisting Program Phoenix College Phoenix, Arizona

Jenny Schuler, CDA, BS

Dental Assistant Instructor/Program Coordinator Bellingham Technical College Bellingham, Washington

Karen F. Sperry, CDA, RDA, BVE

Professor Emeritus Dental Assisting College of the Redwoods Eureka, California

Kathy Foust, CDA, MS

Western Wisconsin Technical College LaCrosse, Wisconsin

Kelly Svanda, CDA

Southeast Community College Lincoln, Nebraska

Krista M. Rodriguez, RDH, CDA, BA, NYCDA, FADAA

Assistant Professor Monroe Community College Rochester, New York

Le Ann Schoelne, CDA, RDA, RF, BS

Director, Dental Assisting Program Central Lakes College Brainerd, Minnesota

Linda Kay Hughes, RDA, NRDA

Owner/Educator PDE/Excelle College San Diego, California

Lynette Sickelbaugh, CDA

Dental Assisting Instructor Washington Local Adult Education Toledo, Ohio

Lynn Tyler

Director, Dental Assisting Program
The American Institute of Medical-Dental Technology
Provo Utah

Marie Desmarais Cecil, CDA, MA

Central Community College Hastings, Nebraska

Pamela G. Zarb, CDA, RDA, RDH, MA

Dental Assisting Program Discipline Chair Wayne County Community College Detroit, Michigan

Paulette Kehm-Yelton, CDA, EFDA, MPA

Assistant Professor Northeast State Community College Elizabethton, Tennessee

Rebecca Mattney, CDA, RDA

Vatterott College Springfield, Missouri

Robert Bennett, DMD

Texas State Technical College Harlingen, Texas

Robin Caplan, CDA

Medsafe, Inc. Waltham, Massachusetts

Sandra Lo, DDS

Sacramento City College Sacramento, California

Sharon K. Dickinson, CDA, CDPMA, RDA

Professor

Dental Assisting Program Director

El Paso Community College El Paso, Texas

Sheila Semler, CDA, RDH, MS, PhD

San Juan College Farmington, New Mexico

Stephanie J. Schmidt, CDA, RDAEF, CDI, CDT, BA, MS

Faculty
Pasadena City College
Pasadena, California

Susan Thaemert, CDA, RDA, BS

Hennepin Technical College Minneapolis, Minnesota

Valerie Blackenship, CDA, RDA

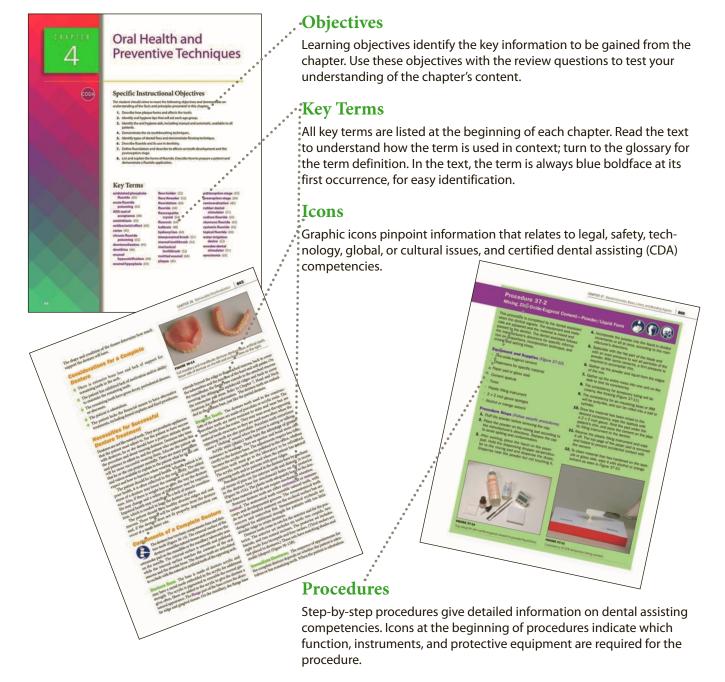
Program Director
Simi Valley Adult School and Career Institute
Simi Valley, California

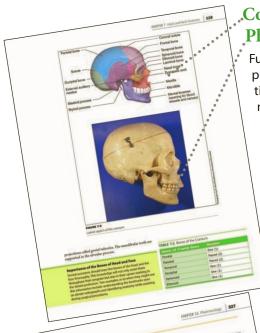
Vivian Koistinen, ASDA

Corporate Dental Assistant Program Manager High Tech Institute, Inc. Phoenix, Arizona

HOW TO USE THIS TEXT

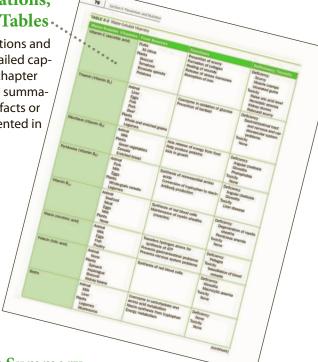
Dental assisting is an ever-evolving profession full of opportunity and challenge. *Dental Assisting: A Comprehensive Approach*, fifth edition, is designed to help you acquire the knowledge, skills, and values necessary to become a successful dental assistant. The text is organized into nine main sections that reflect the broad areas of dental assisting responsibility. These sections are then divided into a total of 41 chapters of related information. The text has many unique features that will make it easier for you to learn and integrate theory and practice, including:





.Color Illustrations,
Photos, and Tables.

Full-color illustrations and photos with detailed captions reinforce chapter material. Tables summarize important facts or concepts presented in the text.



·Chapter Summary

The chapter summary emphasizes key concepts from the chapter to help you focus on your study.

Case Studies

The case studies and review questions present real-life scenarios requiring a problem/solution approach. Use the case studies to put your knowledge into practice and to arrive at a deeper understanding of the dental assisting profession.

Review Questions

Test your comprehension of the chapter with structured multiple-choice questions and open-ended critical thinking questions that require you to combine an understanding of chapter material with your personal insight and judgment.

Web Activities

Internet exercises in each chapter encourage Web searches to locate information.

Want to turn your Cinto an A? Obviously, right?

But the right way to go about it isn't always so obvious. Go digital to get the grades. MindTap's customizable study tools and eTextbook give you everything you need all in one place.

Engage with your course content, enjoy the flexibility of studying anytime and anywhere, stay connected to assignment due dates and instructor notifications with the MindTap Mobile app...







Section I Introduction

Introduction to the Dental Profession	1
Psychology, Communication, and Multicultural Interaction	2
Ethics, Jurisprudence, and the Health Information	
Portability and Accountability Act	3

C H A P T E R

Introduction to the Dental Profession



Specific Instructional Objectives

The student should strive to meet the following objectives and demonstrate an understanding of the facts and principles presented in this chapter:

- 1. Review dental disease and dentistry from the "beginning of time."
- 2. Identify the items on the timeline of dental history.
- 3. Name the individuals who had a great impact on the profession of dentistry.
- 4. Identify the people who promoted education and organized dentistry.
- 5. Explain what DDS and DMD stand for.
- **6.** Identify the nine specialties of dentistry.
- **7.** Describe, generally, the career skills performed by dental assistants, dental hygienists, and dental laboratory technicians.
- **8.** List the education required for, and the professional organizations that represent, each dental career path.

Key Terms

American Dental
Assistants Association
(ADAA) (10)

American Dental Association (ADA) (7)

American Dental Hygienists' Association (ADHA) (12)

American Dental Laboratory Technician Association (ADLTA) (12)

certified dental assistant (CDA) (10)

Chapin A. Harris (6)

Dental Assisting National Board, Inc. (DANB) (10)

Dental public health (9)

Dr. C. Edmund Kells (10)

Dr. Greene Vardiman Black (7)

Dr. Samuel D. Harris (6) **Endodontics** (9)

Expanded Function Dental Assistant (10)

forensic dentistry (9)

Guy de Chauliac (4)

Hippocrates (4) Horace H. Hayden (6)

James B. Morrison (6)

John Greenwood (5)

Josiah Flagg (5)

Taylor (7)

Juliette Southard (10) Lucy Beaman Hobbs

Oral and maxillofacial pathology (9)

Oral and maxillofacial radiology (9)

Oral and maxillofacial surgery (9)

Orthodontics and dentofacial orthopedics (9)

Paul Revere (5)

Pediatric dentistry (9)

Periodontics (9)

Presthedenties (0)

Prosthodontics (9)
Robert Woofendale (5)

sterilization assistant (10)

Wilhelm Conrad Roentgen (5)

Introduction

Humans have been plagued with dental problems from the very beginning of time. Over the years, a number of different dental treatments were tried and perfected. Tools of various types were developed and used to repair and clean teeth.

It is important to be familiar with the historic struggles that took place and contributions that were made to advance the dentistry profession into what it is today (Table 1-1).

History of Dentistry

Beginning in ancient times, dental work was done by physicians. Often, each physician specialized in only one area of care for one part of the body. In fact, during the fifth century BC, a Greek historian named Herodotus wrote that medicine had become so fragmented that each physician was a specialist in a particular disease. "All the country is full of physicians, some of the eyes, some of the teeth, some of what pertains to the belly, and some of the hidden diseases." One Egyptian doctor of teeth named Hesi-Re, the first dentist whose name was recorded, practiced in 3000 BC.

TABLE 1-1 Timeline of Dental History

Era	Events
Beginning of time	Tooth decay is noted.
3000 вс	First dentist, Hesi-Re, is recorded.
460-322 вс	Written information about tooth decay is recorded by Aristotle and Hippocrates.
460-377 вс	Oath of Hippocrates (Hippocrates).
384-322 вс	Attention to oral hygiene (Diocles of Carystus).
1300–1368	Hygienic rules (Guy de Chauliac).
1452–1519	Tooth morphology identified (Leonardo da Vinci).
1678–1761	Founder of modern dentistry (Pierre Fauchard).
1760–1819	Josiah Flagg develops the dental chair.
1768–1770	Paul Revere places advertisements in a Boston newspaper offering his services as a dentist.
1790	James B. Morrison constructs the first known dental foot engine, which he adapted from his mother's spinning-wheel foot treadle.
1832	James Snell invents the first reclining dental chair.
1840	Horace Hayden and Chapin Harris establish the Baltimore College of Dental Surgery.
1840	American Society of Dental Surgeons established.
1841	Alabama enacts the first dental practice act to regulate dentistry.
1844	Horace Wells, a Connecticut dentist, discovers that nitrous oxide can be used for dental pain relief.
1859	American Dental Association (ADA) created.
1866	Lucy Beaman Hobbs Taylor, the first woman to earn a dental degree, graduates from Ohio College of Dental Surgery.
1869	Dr. Robert Tanner Freeman, the first African-American to earn a dental degree, graduates from Harvard University Dental School.
1871	First commercially manufactured foot-treadle dental engine is patented by James B. Morrison.
1885	First "lady in attendance" employed by Dr. C. Edmund Kells.
1890	Dr. Ida Gray, the first African-American woman to earn a dental degree, graduates from University of Michigan School of Dentistry.
1895	X-rays discovered (Wilhelm Conrad Roentgen).
1907	"Lost wax" casting machine is invented by William Taggart.
1913	Fones School of Dental Hygiene established.
1923	American Dental Hygienists' Association (ADHA) created.
1924	American Dental Assistants Association (ADAA) established; first president was Juliette Southard.
1930	First dental specialty board is founded, the American Board of Orthodontics.
1938	First synthetic bristle (nylon) toothbrush appears on the market.

(continues)

TABLE 1-1 Timeline of Dental History (continued)

Era	Events
1945	Water fluoridation era begins in the cities of Newburgh, New York and Grand Rapids, Michigan.
1947	Dental Assisting National Board, Inc. (DANB) is established.
1950	First fluoride toothpastes are marketed.
1960	Four-handed, sit-down dentistry is utilized.
1970	The Occupational Safety and Health Administration is created by the U.S. Congress.
1982	Hepatitis B vaccine becomes available.
1989	Tooth-whitening commercial products are marketed.
1992	Occupational Safety and Health Administration's Bloodborne Pathogens Standard becomes effective.
1997	The laser, approved by the Food and Drug Administration, is used to treat tooth decay.

Dentistry during these early times primarily consisted of removing teeth when pain occurred. Some evidence has been found on human skulls that holes were drilled near the roots to allow infection to drain so that pressure in an abscessed tooth could be relieved. Other dental problems that date from ancient times derived from food preparation techniques. Grains were ground in stone bowls with stone pestles. During this process, particles of stone mixed with the grain. This grit in the food caused severe wear of the biting (occlusal) surfaces of the teeth and possible pulp exposure.

Hippocrates (460-377 BC), the father of medicine, attempted to explain health and disease. He suggested that four main fluids in the body, namely blood, black bile, yellow bile, and phlegm, along with heat, cold, dry air, and wet air, must remain in balance. Disruption of these four fluids and four elements would result in disease. Among Hippocrates' numerous writings is a book titled On Affections. In this book he wrote, "Teeth are eroded and become decayed partly by the mucus, and partly by food, when they are by nature weak and badly fixed in the mouth." Even though much of what Hippocrates thought about health and teeth was inaccurate, his writings provided muchneeded information for the progress of medicine. Even today, the Oath of Hippocrates is used as a basis for the code of ethics used by the medical and dental professions in regard to the solemn obligation these professionals undertake when caring for patients.

During Aristotle's time (384–322 BC), some attention was given to oral hygiene and this was reflected in his writings. An Athenian physician, Diocles of Carystus, stated that oral hygiene should get proper attention, and he even gave instructions to this end. During the next couple of centuries, more importance was placed on good oral hygiene. A number of cleaning powders were made from crushed bones, oysters, and egg shells. At times, these substances were mixed with honey to make a paste to clean with. Guests in the homes of the wealthy who were invited to dinner were given silver- and even gold-decorated toothpicks with which to clean their teeth after the meal. At the time, picking one's teeth was considered proper etiquette.

Later Progress of Dentistry

In France, a surgeon named **Guy de Chauliac** (1300–1368) became one of the fourteenth century's most influential authors on surgery. He also wrote the "Hygienic Rules for Oral Hygiene."

Hygienic Rules for Oral Hygiene,

Written by Guy de Chauliac

- 1. Avoid food that putrefies readily.
- Avoid food or drink that is too hot or too cold, and especially avoid swallowing extremely cold food after extremely hot food, and vice versa.
- 3. Do not bite into things that are too hard.
- 4. Avoid foods that stick to the teeth, such as figs and confections made with honey.
- 5. Avoid certain foods known to be bad for the teeth (his example was leeks).
- 6. Clean the teeth gently with a mixture of honey and burnt salt to which some vinegar has been added.

It is now known that the information given by de Chauliac was not entirely accurate. However, because it was based on sound logic, much of it is used today. For example, it is well known that sticky, sweet foods increase dental decay. In his writings, de Chauliac noted that surgery on the teeth should be performed under the supervision of doctors but could be done by "barbers or dentatores." This notation was the first to refer to "dentatores," the specific group of practitioners caring for the oral cavity and the teeth.

During the fifteenth and sixteenth centuries, artists became more interested in human anatomy to enhance the accuracy of their artwork. Leonardo da Vinci (1452–1519) painstakingly dissected the human skull and then drew his discoveries. He was the first to make a distinction between premolars and molars. His writings further define the morphology of teeth.

Pierre Fauchard (1678–1761), a French dentist, organized all known information about dentistry in a manuscript titled

"Le Chirurgien Dentiste," relating to a title he used to refer to himself as a surgical dentist. It was clearly written and had step-by-step pictures that depicted easy-to-follow procedures. In those times, dentistry was about removing teeth and he was one of the few who restored teeth. He rejected the idea that a tooth worm caused decay and noted that "caries" (his term for decay) were a result of a "hormonal imbalance." Fauchard wrote of his perceived causes of decay and prevention techniques and was an early advocate of treating diseased gingival tissue. He combined early information and operative methods for replacing or transplanting teeth. He even noticed that he could straighten teeth by using gold braces that were fastened by waxed linen or silk threads and allowed the teeth to follow a pattern of wires. He went to jewelers, barbers, and watchmakers to gather ideas for instruments that could be used on teeth. Pierre Fauchard developed a manual drill for use in dentistry that was powered by a catgut twisted around a cylinder. Fauchard perfected a number of dental treatments and instruments that are still used today, almost three centuries later. Many refer to Pierre Fauchard as the "Founder of Modern Dentistry."

Wilhelm Conrad Roentgen (1845–1923), a German physicist, discovered X-rays in 1895. This discovery allowed dentists to further their knowledge of the diseases and structures of the mouth.

Progress of Dentistry in the United States

One of the first dentists to arrive in the United States from England was Robert Woofendale. Woofendale placed an advertisement in the New York Mercury on November 17, 1766, stating that he "performs all operations upon the teeth, sockets, gums, and palate, likewise fixes artificial teeth, so as to escape discernment." Soon after Woofendale arrived, John Baker came and started advertising in the Boston area. He spoke and wrote about fillings and artificial teeth. Baker was well known and was one of the dentists who treated George Washington. John Greenwood (1760-1819) was said to be the first president's favorite dentist (Figure 1-1). Greenwood had very little formal education but was a proficient practitioner in the eighteenth century. He thought children should care for their teeth and offered parents reduced rates for children's dental care. He also thought that tartar came from bad breath and was adamant about the regular removal of it for good oral health.

At one time or another, George Washington was probably treated by every notable dentist of the time. A number of references in his diary note continual pain and discomfort from his teeth. At the time the picture that is currently on the one-dollar bill was painted, the president had only one tooth left, a lower left bicuspid (premolar). In fact, the artist had to pad out the cheeks and lips with cotton to give the president's sunken face a more normal appearance. Washington's last set of dentures, made by Greenwood, were comprised of ivory and gold and had two springs holding them together (Figure 1-2). A number of dentures were made for the president; however, contrary to popular belief, they were not made of wood.

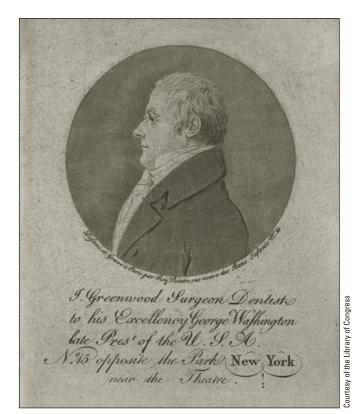
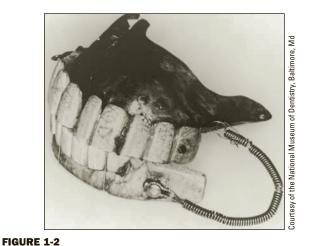


FIGURE 1-1John Greenwood



The last dental prosthesis worn by George Washington was made for him by John Greenwood. It is made of gold and ivory and is held together with springs.

Paul Revere (1735–1818), a silversmith (Figure 1-3), was a dentist for several years, but his greatest contribution to dentistry was in his making surgical instruments and artificial teeth. He may have had a part in training a notable dentist of the late 1700s, **Josiah Flagg**. Flagg's father was a partner to Revere. Flagg, a skilled surgeon, was accomplished in corrective procedures on cleft lips, orthodontics, endodontics, and operative dentistry. However, one of his major contributions to dentistry



FIGURE 1-3Paul Revere, shown as a silversmith.

was the construction of a dental chair. It had an extension on the arm to hold dental instruments and an adjustable head rest.

In the early 1800s, U.S. dentistry took a giant leap forward. The establishment of a popular democracy—with the opportunity for personal financial gain, free public school education, and population growth—prompted some of the most notable dentists in the world to relocate to America. The literature and knowledge base expanded a great deal during this time. Most large cities now had resident dentists rather than traveling barbers who extracted teeth and sold tooth powders. The dentists of the time were better educated and involved in the communities they served. The profession was progressing far beyond massive tooth removals and occasional cleanings. Additionally, as dental techniques improved and developed, so did dental materials. The first dental engine with a functioning handpiece, motor, and foot treadle was manufactured and patented by James B. Morrison in 1871. This apparatus allowed dentists to restore teeth much more quickly. Organized dentistry was rapidly approaching.

Education and Organized Dentistry

Horace H. Hayden (1769–1844) (Figure 1-4) sought dental care from John Greenwood, the dentist who cared for George Washington. Hayden was inspired and encouraged to take up dentistry as a vocation. He became very active in the dentistry profession, writing for journals and lecturing on medical and dental topics.

One of the students who studied with Hayden was Chapin A. Harris (1806–1860) (Figure 1-5). Harris believed in education and built an extensive library of dental literature, including his own work, *The Dental Art: A Practical Treatise on Dental Surgery*. Due to the efforts of Hayden and Harris, the first dental college in the world, the Baltimore College of Dental Surgery, was founded on March 6, 1840. It is now called the School of Dentistry at the University of Maryland, and is the home of the Dr. Samuel Harris National Museum of Dentistry.

Dr. Samuel D. Harris, whom the museum was named after, was instrumental in founding the museum. It is the largest and most complete museum of dental artifacts and history (Figure 1-6). Visitors can learn about the heritage of dentistry



FIGURE 1-4Horace Hayden, one of the founders of professional dentistry in the United States, helped establish the world's first dental college.

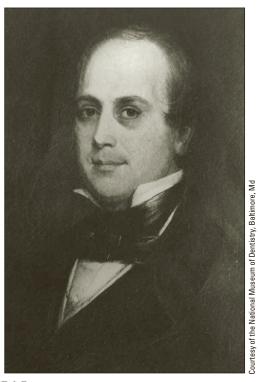


FIGURE 1-5Chapin Harris, one of the founders of professional dentistry in America, helped establish the first dental college in the world and the first national association representing dentistry.

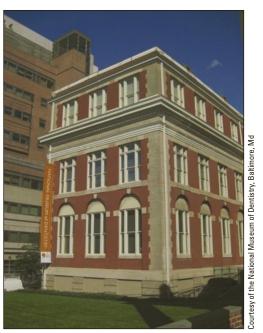


FIGURE 1-6National Museum of Dentistry

and how to maintain their oral health. They can learn if President George Washington's teeth were really made of wood, engage in interactive exhibits, and partake in educational programs.

Dr. Greene Vardiman Black (1836–1915), known as G.V. Black (Figure 1-7), taught in dental schools such as the University of Iowa and the Northwestern University Dental School in Chicago. As the dean, he increased the library holdings

Lucy Beaman Hobbs Taylor, the first woman to graduate from a recognized dental college, earned her dental degree in 1866 (Figure 1-8). She was a teacher who became interested in medicine and then pursued further education. She met with resistance, but after the Iowa State Dental Society amended its constitution and bylaws, she was admitted into the dental college.

Dr. Robert Tanner Freeman (Figure 1-9), the first African-American to earn a dental degree, graduated from Harvard University Dental School in 1869. Eleven years later in 1890, Ida Gray became the first African-American woman to earn a dental degree upon graduation from the University of Michigan, School of Dentistry. George Franklin Grant (Figure 1-10), an African American, graduated from the second class in dentistry in 1870 at Harvard University. He is credited as an authority on the cleft palate, but many golfers may consider his contribution to the game of golf as his most important achievement. He invented and owned the first patent on the golf tee. Prior to his invention, the method of teeing up a ball came from bending over and pinching enough sand to make a raised area for the ball. It was both a messy and an inaccurate way of launching a ball.

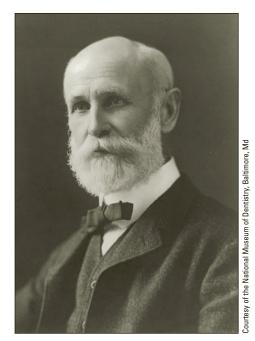


FIGURE 1-7Dr. Greene Vardiman Black (1836–1915), known as the "grand old man of dentistry" or as one of the "founders of modern dentistry in the United States."

and authored more than 500 articles and several books. He invented numerous machines for testing alloys and instruments to refine cavity preparations. Black later enlarged these instruments for demonstrations to students in the classroom. Many refer to him as the "grand old man of dentistry" or as one of the "founders of Modern Dentistry in the United States." His son, Arthur D. Black, followed in his footsteps, becoming dean of the Northwestern University Dental School in Chicago. In 1921 he developed the *Index to Dental Periodical Literature in the English Language*. Not only did this allow researchers to access the literature, but also it provided access to general practicing dentists who wanted to improve their knowledge and skills.

American Dental Association

At a time when dentistry education and literature were developing, it was thought that organizing dentists would promote sharing of information concerned with excellence in dentistry. Horace Hayden and Chapin Harris collaborated on endeavors such as forming the first nationwide association of dentists. The American Society of Dental Surgeons was formed in 1840, but was dissolved in 1856. Harris had long believed in the need for an informative dental periodical and was instrumental in its founding in 1839. This journal was called the *American Journal of Dental Science (AJDS)*. Later, in 1859, twenty-five delegates gathered in Niagara Falls, New York, and organized the *American Dental Association* (ADA) (Figure 1-11). The association was small at first, but after grouping all local associations according to states, and



FIGURE 1-8Lucy Beaman Hobbs Taylor

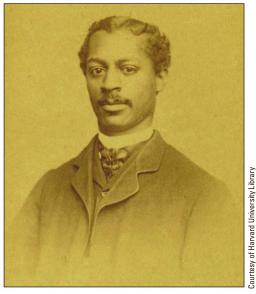


FIGURE 1-9The first African American to earn a DMD, Dr. Robert Tanner Freeman graduated from the Harvard School of Dental Medicine in 1869.

then giving all states representation in the national organization, membership began to increase. Today each state has its own organization with bylaws approved by the ADA, and each local (regional) organization has ADA-approved bylaws that are sent to each state organization. For example, Texas is represented to the ADA by the Texas State Dental Association, and the Texas State Dental Association, and the Texas State Dental Association of the ADA is the *Journal of the American Dental Association* (*JADA*). The ADA also has a Web site, http://www.ada.org, which provides a link to the ADA for dental professionals and dental consumers.



FIGURE 1-10Dr. George Franklin Grant graduated from the second class of Harvard School of Dental Medicine.



FIGURE 1-11Logo for dentistry.

The Dental Team

Many people working together make up the dental health team: dentists, dental assistants, dental hygienists, dental lab technicians, and other members of the dental team (Figure 1-12). Each member of the team has specific skills, roles, and responsibilities. This team approach to dentistry improves efficiency and the overall patient experience. Dental team members often attend continued education together. All members of the dental team need to keep current on the knowledge and skills required for dentistry. Each member of the team must commit to being a lifelong learner within the ever-changing field of dentistry.



FIGURE 1-12Dental team.

Dentists

Once dentistry was established as a profession, the need for formal education became apparent. Only half the dentists practicing during the nineteenth century had formal educations. The requirements for state regulations began in Alabama in 1841, and by 1899 every state had enacted laws regulating the practice of dentistry. The requirements set forth for dentistry include an undergraduate education and graduation from a dental school approved by the ADA Commission on Dental Accreditation. Currently, 3 to 4 years of undergraduate work and 4 years of dental school (5 years at Harvard) are required to achieve a dental degree. Depending on program emphasis, a doctor of dental surgery (DDS) or a doctor of medical dentistry (DMD) degree is granted. Specialist training includes two or more additional years of postgraduate education in an approved, specialized training area. All dentists must take and pass both written and clinical examinations in the states in which they practice. All dental team members are responsible for following the regulations in their states. These regulations are defined in each state's dental practice act. The dental practice acts are defined to protect the public. Each state's act specifies what can be performed legally by the dental professionals in that state. Dentists supervise the dental team members in their offices.

Dental Specialists. A dentist who practices all phases of dentistry is called a general dentist. General dentists may encounter cases for which treatment is required that goes beyond the scope of their training. The general dentist would refer these cases to a dental specialist. The ADA recognizes the following nine specialties:

- 1. Dental public health is the specialty concerned with the prevention of dental disease (Chapter 4). The public health dentist works with the community to promote dental health. (www.aaphd.org)
- 2. Endodontics is concerned with the pathology and morphology of the dental pulp and surrounding

- tissues due to injury and disease (Chapter 24). Patients referred for root canals would see an endodontist. (www.aae.org)
- **3. Oral and maxillofacial pathology** is the specialty concerned with the diagnosis and nature of the diseases affecting the oral cavity (Chapter 27). A patient who has a lesion unknown to the general dentist may be referred to the oral pathologist for further treatment and diagnosis. (www.aaomp.org)
- 4. Oral and maxillofacial radiology is the specialty of dentistry and the discipline of radiology concerned with the production and interpretation of images and data produced by all modalities of radiant energy that are used for the diagnosis and management of diseases, disorders, and conditions of the oral and maxillofacial region (Chapters 21 through 23). (www.aaomr.org)
- 5. Oral and maxillofacial surgery is concerned with the diagnosis and surgical treatment of the oral and maxillofacial region due to injury, disease, or defects (Chapter 25). A patient having third molars (wisdom teeth) removed may be referred to an oral and maxillofacial surgeon. (www.aaomos.org)
- **6.** Orthodontics and dentofacial orthopedics is concerned with the diagnosis, supervision, guidance, and correction of malocclusion in the dentofacial structures (Chapter 28). Braces for straightening teeth are placed by the orthodontist. (www.aaortho.org)
- 7. Pediatric dentistry is concerned with the prevention of oral disease and the diagnosis and treatment of oral disease in children, from birth through adolescence (Chapters 29 and 30). Other patients requiring special care due to emotional, mental, or physical problems are referred to the pediatric dentist. (www.aapd.org)
- 8. Periodontics is the specialty concerned with the diagnosis and treatment of the diseases of the supporting and surrounding tissues of the tooth (Chapters 31 and 32). The periodontist is also concerned with the prevention of disease in this area. Patients who have plaque and calculus buildup and patients who have lost some of the bone around the tooth due to periodontal disease would be referred to the periodontist for further evaluation and treatment. (www.perio.org)
- **9. Prosthodontics** is concerned with the diagnosis, restoration, and maintenance of oral functions (Chapters 33 and 36). This specialty is also concerned with the replacement of missing teeth through artificial means.

Another area that requires additional training but is not regarded as a specialty of dentistry is **forensic dentistry**. This is a relatively new area that deals with a wide range of services, such as the identification of bite marks on the body and/or the identification of an individual through tooth restorations and morphology using dental records.

The specialist works with the general dentist to provide the optimum oral health and patient care. During and once the specialty treatment is completed, the patient continues regular visits with the general dentist.