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## Donald P. Lewis Jr., DDS

"It has been reported that misappropriation of funds is taking place in 1 out of 4 dental practices..... Don't let it be yours,



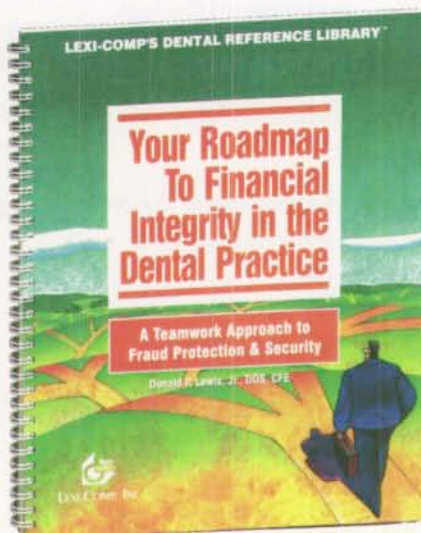
### Employee Embezzlement and Fraud in the Dental Office

This book shows the reader how to:

- Recognize embezzler profile
- Prevent hiring an embezzler
- Recognize warning signs and red flags
- Discover, investigate, prosecute, recovery
- Set up internal controls to safeguard income

"88% of Clinical Research Associates Evaluators stated they would purchase this product, and 94% rated it excellent or good and worthy of trial by Colleagues". —Featured in CRA'S Newsletter: November 2000 & January 2001

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### Roadmap to Financial Integrity in the Dental Practice

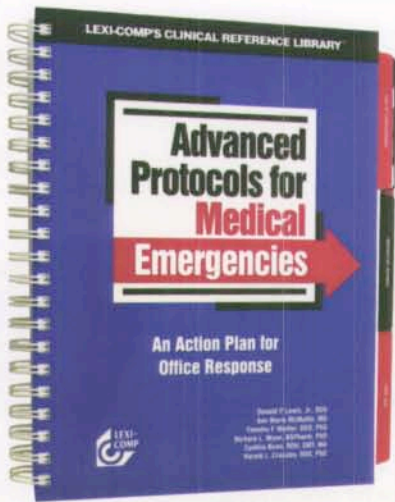
#### A Teamwork Approach to Fraud Protection & Security

"Dr Lewis is to be congratulated on writing such a practical and long overdue book. This manual makes a wonderful companion to his first book" - 'Fraud in the Dental Office'.

#### Highlights of this handbook:

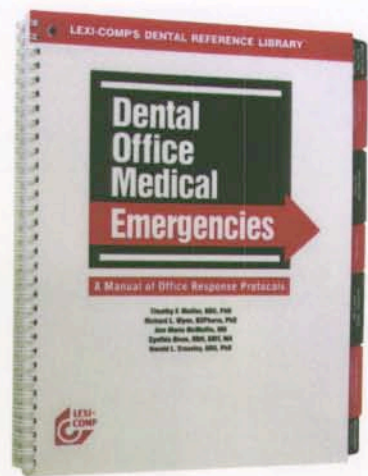
- Accounts receivable/billing
- Accounts Payable
- Banking
- Cash Concerns
- Checking Account Concerns
- Credit Card Concerns
- General Internal Controls
- Office Employees
- Payroll

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**Advanced Protocols for Medical Emergencies**

**An Action Plan for Office Response**

A must for all offices that practice the use and safety of the administration of local anesthesia, nitrous oxide analgesia, conscious sedation, deep sedation, and general anesthesia. Occasionally, medical emergencies can become life threatening. This book is designed to facilitate advanced medical emergency protocols.

Chapters are tabbed in an easy-to-understand manner including:

- |                            |                                     |
|----------------------------|-------------------------------------|
| Loss of Consciousness      | Allergic/Drug Reaction              |
| Respiratory Distress       | Altered Sensation/Changes in Affect |
| Chest Pain                 | Blood Pressure Abnormalities        |
| Cardiac Dysrhythmias       | Management of Acute Bleeding        |
| Venipuncture Complications | Emesis and Aspiration               |
| Malignant Hyperthermia     | Drug Monographs                     |

Additional Sections Include:  
 Office Preparedness  
 Glossary of Terms  
 Appendix

**Dental Office Medical Emergencies**

**A Manual of Office Response Protocols**

- Designed and written by dentists
- Ideal reference for the entire dental staff
- Covers the most common dental office medical emergencies
- Tabbed paging system with 7 major and 14 minor tabs

**The 7 major sections are tabbed for easy access:**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| Basic Action Plan for Stabilization | Allergic/Drug Reactions             |
| Loss of Consciousness               | Altered Sensation/Changes in Affect |
| Respiratory Distress                | Management of Acute Bleeding        |
| Chest Pain                          |                                     |

Additional Sections Include:

- Office Preparedness  
*History and Physical Examination, Equipment, Dental Office  
 Emergency Drugs, Staff Training, and Emergency Drug Monographs*
- Procedures and Protocols  
*Measure Vital Signs, CPR - Basic, Preprocedural Antibiotics,  
 Occupational Exposure, Oxygen Delivery, and Automated External  
 Defibrillator (AED)*

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