

Academy of Insurance Coordinators™

Excelling at Orthodontic Insurance Procedures



The Academy of Insurance Coordinators is an online educational program for those individuals who fill the vital role of filing insurance claims in an orthodontic office. This course provides structured concepts and actual working models that are used in the modern orthodontic practice. The program is perfect for new and experienced Insurance Coordinators and an excellent tool for cross-training other key team members.

This comprehensive program was developed and written through cooperation with Jill Allen (of Jill Allen and Associates) and Trapezio Founder Dr. Doug Depew. Their combined years of experience and success bring to life a detailed and highly beneficial program that will overhaul your current insurance practices.

- ✓ ***Excellent Tool for Cross-Training***
- ✓ ***Perfect for New or Experienced Team Members***
- ✓ ***Simplified Online Access***

Anytime Accessibility

Online functionality provides 24/7 access to the course curriculum, allowing your team members to work “at their own pace.” The program is perfect for training new team members in the insurance process, cross-training current team members to fill additional roles or improving your current insurance protocols.



Overhaul your current insurance practices



The Academy provides a unique format that actually promotes comprehension and accountability with online scoring and testing to increase retention and knowledge for all of its programs. The Insurance Coordinator program provides a comprehensive curriculum that may complement your current process or provide a foundation for a new insurance system.

Learning Objectives Include:

1. The pros and cons of different kinds of insurance coverage and how to work with companies providing them
2. Defining CDT codes typically used in an orthodontic office and when to use them
3. How to submit accurate insurance claims to maximize reimbursement and minimize clerical time
4. Monitoring insurance claims for timely payment and proper accounting in the patient's chart
5. How to deal with the pesky nuances of orthodontic insurance, such as duplicate benefits and divorce cases

Polished, professional, perfection

About Trapezio — Founded in 1998, Trapezio offers convenient and affordable staff training for orthodontic team members worldwide. In addition to the online programs, which earn graduates a certificate of completion and the designation AOAC (Academy of Orthodontic Assisting Certified), Trapezio also provides hands-on training, supplemental lessons and other programs to help offices train high quality auxiliary personnel to complete their professional team.

