



Northern Virginia
DENTAL SOCIETY

ADA

Teresa Duncan, MS



"Dental Insurance in a Day for the Team"

Friday, November 7, 2025

Fairfax Marriott at Fair Oaks

11787 Lee Jackson Memorial Hwy., Fairfax, VA 22033

Registration: 8:00-8:30 am Program: 8:30 am-4:30 pm

Full Day In-Person Course • 6 CE Credit Lecture Hours • Business Attire

Course information, including the speaker's biography, course description, and objectives, are available on the other side of this form and on the NVDS website at www.nvds.org.

PROGRAM REGISTRATION FORM • Friday, November 7, 2025 • Teresa Duncan, MS

We encourage you to register online at www.nvds.org.

Dentist Name E-Mail

A unique email is required for each registrant

Staff Member E-Mail

Staff Member E-Mail

Phone

If additional registrants, please submit on a separate sheet.

Credit Card Number

Name on Credit Card

TOTAL \$

Expiration Date /

Billing Zip Code

Verification Code

Save this payment method for future use? ☐

Register Early & Save!

	Early Bird Fee Register by 10/7/2025	Regular Fee After 10/7/2025
Dentist - NVDS Member	\$165	\$175
Dentist - NVDS Retired Member	\$135	\$145
Dentist - ADA/VDA Member	\$265	\$275
Dentist - Non-ADA Member	\$650	\$650
Member's Auxillary / Office Staff	\$130	\$140

**An additional \$30 late fee will be applied after 10/31/2025*

Registration fees are per person and include breakfast and lunch.

All registrations will be confirmed by email.

Reservations must be received by close of business 10/31/25. Late registrations may not be accepted.

If paying by check, make payable to the Northern Virginia Dental Society.

Mail the form and payment to NVDS, 4330 Evergreen Lane, Suite N, Annandale, VA 22003.

You can also fax (703) 750-2261, email ematlock@nvds.org, or call (703) 642-5298.

Cancellations for this live event must be received in writing 7 days prior to the program. No refunds are made for cancellations made beyond this time. Northern Virginia Dental Society is an ADA CERP-recognized provider approved by Virginia Dental Association. ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry. NVDS designates the above activities for the number of continuing education credits listed above. Concerns or complaints about a CE provider may be directed to the provider or to ADA CERP at www.ada.org/cerp. Approved PACE program provider, FAGD/MAGD credit 4/1/23 until 3/31/2027 ID#212489. Approval does not imply acceptance by any regulatory authority or AGD endorsement. Teresa Duncan, MS, has no financial relations relevant to this course to disclose. While NVDS strives to present highly qualified speakers, it does not endorse any speaker content, products, or techniques, and makes no guarantees about the information shared in CE programs. Please contact Erin Matlock with questions at (703)642-5298 or ematlock@nvds.org.



Course Information:

Synopsis:

Insurance is an important part of your office's revenue cycle, but it does not need to overwhelm your daily routine. Manage your information and your claims to minimize delays and rejections. Effective insurance coordinators have set up systems and are constantly flexible with their learning. Clinical team members who pay close attention to documentation ensure prompt payment and help their offices shorten the revenue cycle. Translation: fast payment for services rendered! Everyone has a hand in coding success. This course is perfect for the new or uncertain insurance coordinator. Experienced coders will benefit from the sections on documentation updates and participation decisions.

Course Objectives:

- Learn to submit clean claims and attachments
- Assess your insurance system's effectiveness
- Become more confident in your insurance knowledge
- Have better benefit conversations with patients

About Our Presenter:

Teresa is a speaker and writer with over 20 years' experience in healthcare. Her areas of expertise include revenue protection using proven accounts receivable and insurance methods; and helping doctors and managers establish solid management systems. A recipient of the Lifetime Achievement Award from the American Association of Dental Office Management, she understands the importance of continuing education. She is the author of *Moving Your Patients to Yes: Easy Insurance Conversations* and a regular contributing author to the ADA's Annual CDT Companion Guide™. Teresa is a frequent contributor to multiple dental publications. She was a founding Trustee for the auxiliary-learning focused DALE Foundation. Teresa is a member of several organizations including Women in DSO and the National Association of Dental Plans. She has been named one of the Top 25 Women in Dentistry by Dental Products Report Magazine and is recognized annually as a Leader in Consulting by Dentistry Today. She provided consulting assistance in the development of the American Dental Association's Guidelines for Practice Success™. Her podcasts "Nobody Told Me That!" and "Chew On This!" provide regular coding and management updates. Teresa received her Master's Degree in Healthcare Management from Marymount University.