

Oral Health Clinic Dental Assistant Job Description

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Reports to: OHC Inc. Dentist and Office Manager

PRIMARY RESPONSIBILITIES

Responsible for assisting the dentist in the clinical treatment of patients.

SPECIFIC DUTIES

Patient Management

Greet patients when they sign in and monitor arrival time
Escort patients to treatment room
Seat patients and have proper set up for procedures
Show care and concern, and help patients feel comfortable
Obtain and review health histories according to office protocol
Try not to leave your patient unattended in the chair
Anticipate and assist dentist's needs at all times
Perform expanded functions and other tasks as assigned by the dentist
Mix dental materials
Ensure all patients' questions are answered thoroughly before they leave
Chart all patients and record date, service rendered, and any charges
Escort patients from the treatment room
Ensure proper treatment notes are recorded in patient's chart
Perform clinical procedures as practice act allows and as directed by dentist
Give patient instruction and demonstrate, when necessary
Monitor patient flow
Notify Treatment Coordinator if a patient should be called in the evening after a difficult appointment

Treatment Room Management and Sterilization

Check to ensure that dental units are ready, stocked, and clean at all times
Oversee cleanliness of the treatment room according to sterilization procedures
Disinfect treatment rooms according to OSHA regulations
Sterilize all instruments and handpieces according to OSHA regulations
Organize trays, instruments, and treatment room drawers at all times
Ensure that office sterilizations procedures document is on display
Send out promptly and monitor all dental laboratory cases
Implement a preventative maintenance/cleaning schedule for dental equipment
Maintain dental office emergency kits and nitrous and oxygen tanks
Follow laboratory procedures according to office protocol

Records Management

See that records are stored securely and handled in compliance with HIPAA privacy and security regulations
Accurately file patient information
Arrange patient charts and radiographs for next day's appointments
Track cases and referrals to and from other doctors
Assist in the administration of the recall system

Inventory Management

Monitor inventory and order dental office supplies as needed
Ensure that treatment rooms are stocked at all times

Office Participation

Help in other areas of the office when necessary (i.e., phones, unpacking supplies, completing insurance forms, moving dismissed patient records, etc.)
Be an active participant in staff meetings

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Promote team concept by interacting with others in the office

PERSONNEL REQUIREMENTS

Education/Experience

High school diploma

Graduate of ADA-accredited dental assisting program or dental assisting experience preferred

Coursework in dental instruments and procedures

Compliance with state dental practice requirements (i.e., X-ray requirements, OSHA training)

Legible handwriting for notations in patient chart; computer skills desired (list)

Commitment to CE for career development

Interpersonal

Good interpersonal skills to maintain effective rapport with patients, dentists, other staff members, and community

Effective verbal skills to communicate with patients and staff