ORIENTATION CHECKLIST
FOR
DENTAL ASSISTANT

Name: _____ Date Started: _____ Date Completed:_____

Activity	Date Demo	Initials Compl	Date	Initials	Not Appl
Health Pro Computer System					
Knowledge of Healthpro					
Creating a new patient					
Making a new chart					
Making a superbill					
Scheduling/Canceling appointments					
Running schedule					
Be familiar with visit codes and appt types					
Working up a Patient					
Obtain brief history of patients health					
Obtain and record patients allergies					
Obtain and record patients medications					
Dental Reception Protocol					
Schedule patients in book					
Knowledge of no show policy					
Demonstrate the knowledge of answering the phone and knowing policy on patients					
Knowledge of filing					
Knowledge of finding a chart					
Knowledge of calling on outside referrals					
Demonstrate referrals					
Demonstrate release of information					
External referrals					
Internal referrals					
Dental Assisting Duties					
Demonstrate tray set-up for all procedures					
Demonstrate room set-up for all procedures					
Knowledge of seating the patient and getting them ready for the doctor					
Demonstrate anesthetic set-up and delivery					
Demonstrate ligmaject set-up and delivery					
Demonstrate x-tip set-up and delivery					
Knowledge of Nitrous Oxide protocol					
Demonstrate set-up and delivery of Nitrous Oxide					
Demonstrate monitoring of Nitrous Oxide					
Demonstrate replenishing Nitrous Oxide and Oxygen Tanks					
Demonstrate and ensure proper turn on/shut off technique of nitrous oxide tanks					
Knowledge of where nitrous oxide is stored					
Demonstrate use of x-ray machine protocol					
Demonstrate taking x-rays					
Demonstrate the developing of x-rays					
Demonstrate the mounting of x-rays					
Demonstrate the recording of x-rays					
Demonstrate proper prophy techniques					
Demonstrate proper flossing techniques					
Demonstrate proper fluoride techniques					

Demonstrate proper oral-hygiene techniques					
Demonstrate assisting during (surgical and simple) extractions					
Demonstrate assisting during endodontics					
Demonstrate assisting with all restorative procedures					
Demonstrate assisting with emergency procedures					
Demonstrate assisting with routine care procedures					
Demonstrate assisting with removal of sutures					
Demonstrate assisting with bone chip removal					
Demonstrate assisting with crown procedures (prep and deliver)					
Demonstrate assisting with bridge procedures (prep and delivery)					
Demonstrate assisting with denture and partial adjustments					
Demonstrate assisting reline procedures					
Demonstrate assisting post-operative procedures					
Demonstrate assisting with seat of space maintainers					
Demonstrate assisting with the seating of mouth and night guards					
Demonstrate assisting with preventative treatment					
Sealants					
Fluoride varnish					
Fugi II					
Demonstrate taking alginate impressions					
Knowledge of pouring up models and base					
Demonstrate writing out lab slips					
Knowledge of labs used for dental work					
Knowledge of dental lab and supply room					
Demonstrate proper bite registration technique					
Demonstrate removal of dental cements					
Demonstrate mixing cements					
Knowledge of set-up times for materials					
Demonstrate curing time for materials					
Demonstrate locating supplies in operatories and in lab					
Demonstrate the cleaning of instruments					
Demonstrate the disinfecting of instruments					
Demonstrate the bagging of instruments					
Demonstrate placement of sterile and non-sterile instruments					
Demonstrate the sterilization of instruments					
Demonstrate the location of instruments after sterilization has been completed					
Demonstrate cleaning and filling of autoclave sterilizer					
Demonstrate cleaning and filling of statim sterilizer					
Demonstrate cleaning and replenishing cold sterile solutions					
Demonstrate cleaning and filling ultrasonic					
Demonstrate disinfecting of operatories					
Demonstrate lubricating hand pieces					
Demonstrate sterilization of hand pieces					
Demonstrate stocking of supplies					
Demonstrate replenishing supplies as needed					

Demonstrate cleaning traps in operatories					
Demonstrate cleaning main trap in janitor room					
Demonstrate turning compressor on/off					
Demonstrate turning main switches in operatories on/off					
Demonstrate turning fiber optic light in each operatory on/off					
Demonstrate replenishing water supply in operatories					
Demonstrate cleaning of developers					
Demonstrate replenishing solutions of developer					
Demonstrate assisting of cavitron					
Demonstrate set-up and use of cavitron					
Demonstrate proper shut off for all equipment, compressor and main switches in operatories					
Demonstrate the unpacking of supplies					
Demonstrate preparing trays for the following day					
Demonstrate setting room for the following day					
Miscellaneous					
Demonstrate how to fill out a purchase requisition					
Knowledge of who suppliers are					
Knowledge of outreach work					
Participate in designated team					
Be familiar with universal precautions					
Use of PPE					
Clean bodily fluids					
SCHC Department Orientation					
Lab					
Pharmacy					
Personnel					
Medical Records					
Social Services					
Interpreters					
Medical					
Describe what to do in a tornado warning					
Describe what to do for a fire alarm					
Knowledge of confidentiality					
Knowledge of Mission Statement					

I am able to perform the above technical skills according to the Policies and Procedures of Siouxland Community Health Center at the end of three months of employment.

Signature _____ Date: _____

Return to Dental Office Manager

I have received this Orientation Checklist and will forward it to Human Resources to be included as part of this employee's personnel file.

Dental Office Manager _____ Date: _____