



Dental Assistant Job Description

Reports to: Dr. Melanie Steckelberg

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 during exam of all patients and record in areas of chart as shown by dentist
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
Take radiographs
Coronal polish after dental "cleanings"

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
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
Review patient charts and radiographs for next day's appointments
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
Promote team concept by interacting with others in the office



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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
Commitment to CE for career development
X-ray certification required
Coronal polishing certification required
Certified Dental Assistant (CDA) preferred
CPR (BLS) Certification, current

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

WORK DAYS AND HOURS

Mondays: 9:00am – 1:00pm* and 2:00pm – 5:30pm**
Tuesdays: 9:00am – 1:00pm* and 2:00pm – 5:00pm**
Wednesdays: 7:00am – 1:00pm**
Thursdays: 7:00am – 1:00pm**,

Starting September 2011, we plan to work later in the afternoon on one Thursday monthly.

*lunch is based on duties being completed and may be less than sixty minutes.

**The end of the work day is based on duties being completed, unless prior arrangements have been made with Dr. Steckelberg to leave early.

Average 27-30 hours weekly in the dental assistant position. Additional hours may be obtained with additional duties, negotiated with Dr. Steckelberg.

Work Days and Hours are subject to change at any time, with notice, by Dr. Steckelberg

Last updated 07/29/11 ms