

## **DENTAL HYGIENE SKILLS**

- Provide **prophylaxis treatment** to patients in a variety of situations; teeth cleaning, gum massage, oral hygiene education and periodontal scaling
- Perform **diagnostic and panoramic x-rays**, digital imaging, interpreting dental radiographs
- Administer Novocain prior to painful procedures
- Prepare patients for surgical procedures
- Prevention of blood-borne diseases in compliance with the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control (CDC), the Ohio State Dental Board (OSDB), the **American Dental Education Association (ADEA)**, and the **American Dental Association (ADA)** recommendations
- Thoroughly review health history, noting contraindications and other health concerns as needed
- Intra/extraoral exam, periodontal evaluation and treatment development
- Gentle instrumentation and optimal removal of plaque, tartar, and bacteria above and below the gum line
- Treat gingivitis and periodontitis with following periomaintenance
- Utilize cavitron, piezo, and titan sonic scalers, hand scale periodontal patients with type I to type IV periodontal disease
- Administer local anesthetic agents and nitrous oxide
- Zoom whitening procedures, fabrication of whitening trays
- Provide and adequately apply cavity prevention agents such as fluoride and sealants
- Instruct proper home care techniques, specifically crafted for each patient
- Compose narratives for insurance companies and documentation for health records
- Utilize Dentrax software to set up recall appointments

- Performed hygiene procedures on patients – Acted as an oral health educator and as an auxiliary to the dentists.
- Provided preventive, therapeutic and educational methods for controlling oral disease as an aid to patients.
- Worked in various settings – Dental clinic, lab and front office.
- Assisted the Dentist in examining the teeth and gums of patient for possible symptoms of disease and soreness
- Conducted minor treatments in presence of the Dentists by carrying out X-Rays and taking impressions
- Performed basic functions of cleaning teeth and gums by using dental tools and equipments
- Attended seminars and schools with Dentists to spread awareness about dental care in children and adults
- Studied cases and researches to gain knowledge about dental treatments, services and care
- Maintained an documented records of treatments and conditions of patients on a daily basis

Some examples of areas of specialization that could be emphasized on a dental hygienist resume.

- Preventative Care
- Protective Sealants
- Disease Exam/Screening
- Dental Charting
- Oral Cavity Exam
- Self-Care Programs
- Stain Removal
- Patient Management
- Nutrition Counseling

## **Education & Qualifications**

Associate Degree in Dental Hygiene Program

Registered Dental Hygienist – State license and radiology certification

CPR certified at the Health Care Provider Level

Dental Hygienist Licensure    date you plan to sit for boards

## **Professional Organizations / Associations**

ADHA - American Dental Hygienists Association (student membership available \$65)

NDHA – National Dental Hygienists Association (student membership available \$35)

## **DENTAL HYGIENIST**

### **VALUES**

- Identify, analyze and synthesize the dental hygiene ethical, legal and regulatory issues

### **HEALTH PROMOTION/DISEASE PREVENTION**

- Provide preventive and educational services of oral accidents and oral disease

### **COMMUNITY ROLE**

- Applied knowledge and critical decision-making skills to assess, plan, implement and evaluate activities to benefit the overall health and well-being of a diverse population

### **CLIENT CARE**

- Assess, diagnose, plan, implement and evaluate the clinical, preventive and educational services of the dental hygiene care plan

### **Dental Receptionist duties:**

Welcome patients, verify insurance coverage, update patient information, patient check in & check out, prepare and present treatment plans to patients, schedule and confirm appointments and file dental claims.

Interface with patients and their insurance company.

Use your organizational skills to schedule staff.

This position will be responsible for all general front office duties as well as general office supervision. Enforce office policy and procedure. Report hours for payroll, Claims and Accounts Receivable, etc.

Knowledge of dental codes and terminology, dental procedures, billing policies and dental software applications.

Great communication, marketing and people skills.

Promote accuracy of dentists' records and claim submissions by gathering pertinent data for resolution of problematic claim issues. You will respond to verbal & written inquiries as well as complete monthly provider relations and ad hoc reports.

Scheduling, treatment planning, collections, insurance processing, very knowledgeable of dental procedures, cheerful and able to easily communicate with patients as well as other staff members.