



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
Have proper set up for procedures prior to seating patient
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"
Take Alginate Impressions
Remove dental impressions from mouth, when directed by dentist
Follow minimal sedation manual protocol and assess ASA Classification, BMI, etc, as per written protocol
Complete communication forms for other offices and Parent Report when child unaccompanied

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 & Infection Control manual
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
If the item is something that we normally have an extra container of, write on order list when the last box is opened. (regular PVS, chair covers, xray developer/fixer, etc)



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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

Keep the office clean, check on common areas throughout the day

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– 5:30pm**

Tuesdays: 9:00am – 4:45pm or 5:15pm**

Wednesdays: 7:00am – 2:00pm**

You OPEN the office on Wed / Thurs

Thursdays: 7:00am – 2:00pm or 4:30pm

The office is open later on a few Thursday afternoons each month, as well as a few Wednesday afternoons during the year. The last patient may end as late as 4:30pm on those dates. Please plan accordingly, as these dates are scheduled well in-advance. Schedule available within EagleSoft.

*lunch is sixty minutes, but may be less than sixty minutes based on duties being completed

The end of the work day is based on duties being completed, unless prior arrangements have been made with Dr. Steckelberg to leave early. **Typically, you may be required to stay later when you are first learning the job, to complete all necessary daily job requirements.

Average 32-32.5 hours weekly in the dental assistant position (does **not** include additional Thursday afternoons in weekly average). 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 10/10/17 ms