



## 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, review, and chart 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 (good quality and diagnostic)  
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



## Dental Assistant Job Description

### 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

Report to work on time, be dependable, help out your co-workers.

### PERSONNEL REQUIREMENTS

#### Education/Experience

High school diploma

Graduate of CODA-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 quick notations during patient care

Commitment to CE for career development

X-ray certification required, State of Nebraska

Coronal polishing certification required, State of Nebraska

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: 8:30/9:00am– 5:00/5:30pm\*\*

Tuesdays: 7:00am – 4:30/5:00pm\*\*

Wednesdays: 7:00am – 4:00/4:30pm\*\*                      You OPEN the office on Tues / Wed

Thursdays: 11:00am – 4:30pm ... (8:30am-4:30pm two-four times yearly)

Fridays: 9:00am-12:00pm (alternates coverage with front desk, averages every other week)

The office is open different hours (see above) on a few Thursdays during the year. Please plan accordingly, as these dates are scheduled well in-advance. Schedule available within EagleSoft.

\*lunch is thirty minutes, but may be less than thirty minutes based on patient schedule constraints

\*\*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 31-34.5 hours weekly.

Work Days and Hours are subject to change at any time, with as much notice as possible.

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