

Dental Assistant Job Description

Summary/objective

Dental assistants are responsible for providing the patient with high quality care by performing a variety of office, laboratory, and patient care duties. This usually entails helping the dentist with patients, instruments, and supplies during the dental visit. This job description outlines the essential functions of the Dental Assistant position and the Core Performance areas the Dental Assistant position is held accountable to.

Patient Care

- Ready patient/patients for dental treatment by welcoming, comforting, seating them.
- Take and document patient dental history and updates, as well as overall health and medication history.
- Take high quality dental radiographs.
- Teach patients/parents appropriate oral hygiene strategies to maintain oral health, including tooth brushing, flossing and nutritional counseling.
- Polish and floss teeth.
- Prepare tables and trays for dentist with necessary instruments and supplies.

- Provide postoperative instructions as directed by the dentist.
- Apply sealants, fluoride, or topical anesthetic.
- Schedule patient appointments.
- Perform patient charting as instructed by the dentist.
- Maintain patient confidence and protect operations by keeping information confidential.
- Assemble instrumentation by sterilizing and delivering instruments to treatment area, positioning instruments for dentist's access, suctioning and passing instruments.
- Treatment plan any work that needs to be done, print TP and present guardians with estimated out of pocket expenses.
- Help guardians fill out appropriate paperwork for sedation or surgery center. Also be able to fill out our end of paperwork correctly. Need to be able to discuss the options again and answer any questions they may have.
- Obtain weight and height of patient's that need to go to a surgery center.
- Insurance math may need to be done, so simply addition and subtraction skills are needed.
- Communicate with business team if a referral needs to sent out which should include: which doctor the referral is going to and what for
- Protect patients and employees by adhering to infection-control policies and protocols.
- Be proficient and professional when handing off patients to the front office staff (following exams and procedures) to ensure patient scheduling of procedures
- Lab tasks such as dental impressions and pouring casts.
- Knowledge of dental anatomy and development of the pediatric population.
- Actively delivers a positive patient experience by striving to keep patients focused on the best possible treatment.
- Ensures the sterility of instruments and operatory before subsequent patients arrive.

Clinical Support

- Actively participates in daily morning huddles for schedule review and ensure a smooth productive day.
- Assists the doctor during a variety of treatments, exams, procedures.
- Is proficient at (1) entering all patient documentation into the Electronic Dental Record for legal compliance, review, and Doctors' signoff (2) preparing accurate, complete and professional treatment plans for procedures, scheduling, and insurance benefits coordination (3) scanning all required paperwork into the patients' charts.
- Prepares tables and trays for dentist with necessary instruments and supplies.
- Cleans and sterilizes instruments and prepare treatment rooms as needed.
- Is proficient and professional when handing off patients to the front office staff (following exams and procedures) to ensure patient scheduling of procedures.
- Maintains a smooth patient workflow with the front office staff and clinical teams to promote timely and exceptional patient experience visits.
- When time allows, assists front desk staff.
- Collaborates with other office staff to improve and provide better patient care.
- Mentors and trains other clinical staff.
- Maintains the knowledge that is a resource to other clinical staff, uses their expertise to improve patient care and advance company goals.

Compliance

- Maintains OSHA standards, aseptic technique, and HIPAA according to compliance and programs.
- Abides by all PPE standards for clinical staff.
- Practices universal precautions and proper infection control.
- Minimizes waste, fraud, and abuse.