

01/05/2015

JOB TITLE: DENTAL ASSISTANT



JOB SUMMARY

Dental Assistant creates one of the first impression and a lasting impression for each patient, whether in person or on the phone. This role prepares the patient for the treatment, takes x-rays and assist the dentist in performing their treatment to the patient in restorative or oral surgery. Responsible for preparing materials and equipment for treatment and has the operatory ready for dentists use. Performs other related duties such as greets patients, schedules appointments, answers phones, monitors administrative records and financial records such as insurance billing and payments. Additionally, this position is responsible for the record keeping and documentation of procedure notes and posting appropriate billing codes. The Dental Assistant keeps the operatories, cleaned, stocked, organized and running smoothly and exhibits a positive countenance to every patient experience.

ESSENTIAL FUNCTIONS

- Monitors and maintains doctor schedule to meet practice goals
- Monitoring and tracking of all lab slips and cases, attaching lab cases to each appointment and ensuring lab slip is completely filled out with return date and initials
- Greets patients in waiting area and escorts patients to the operatory, familiarize the patient with the all aspects of their dental visit and provide support and compassion to that patient when it is needed
- Review the health history, make chart entries under the direction of the doctor and assure completion of documentation of dental treatment and posting treatment
- Assists the dentist in the administration of treatment chairside as required or directed by the dentist
- Assume the responsibility associated with any expanded duties that may be delegated by the dentist
- Educate and consult patients discussing treatment needs and presenting treatment plans.
- Assist in assuring the proper financial transactions, to include signing of treatment releases, financial arrangements, prepayments for large cases, financing, and charges
- Promotes an atmosphere supportive of good dental and general health by demonstrating good oral hygiene, questioning patients to ascertain home care status, instructing patient in techniques of flossing and brushing in accordance with protocol
- Maintain a sterile and neat working environment according to current infection control procedures
- Stock operatories using checklist and maintain clinical supply inventory
- Review daily schedule and assist in set up of appropriate trays and sterilizing instruments
- Assists with answering incoming calls to include, new patient calls, emergencies, scheduling patient appointment, requesting records, follow up, unscheduled list, asap list, treatment pending list, to ensure patient follow through to meet scheduling goals.
- Increase and stimulate new patient growth by supporting marketing and promotional programs, to include recall cards, continuing care calls
- Responds to doctor, patient concerns and inquiries and seeks assistance when necessary.

- General office duties and other duties as required.

PHYSICAL ENVIRONMENT AND WORK DEMANDS:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. The noise level in the work environment is usually moderate.

In a standard workday, Employee is required to:				
	Hr s		Min	Max
1. Sitting	0-8	4. Walking Distance	1' to 50'	X
2. Standing	0-8		51' to 100'	
3. Walk	0-8		101' to 300'	X

Work Position and Activities				
N=Not at all	O=Occasionally (1-33%)	F=Frequently (34-66%)	C=Continually (67-100%)	
1. Lift or Transfer			5. Reach	F
a. Up to 10 pounds (Sedentary)	F		6. Stoop or Bend	F
b. 11-20 pounds (Light)	F		7. Crouch or Squat	F
c. 21-50 pounds (Medium)	O		8. Kneel	O
d. 51-100 pounds (Heavy)	N		9. Handle or feel	C
e. > 100 pounds (Very Heavy)	N		10. Talk	C
2. Carry	F		11. Hear	C
3. Push or Pull	F		12. Sit, walk, stand	C
4. Climb	O		13. Foot Controls	N

Employee uses hands for repetitive action such as:				
	Yes	No	Yes	No
1. Grasping: Right Hand	X		4. Grasping & Turning: Left Hand	X
2. Grasping: Left Hand	X		5. Fine Manipulation: Right Hand	X

3. Grasping & Turning: Right Hand	X	6. Fine Manipulation: Left Hand	X
Mental Demands			
	Yes	No	Yes No
1. Alertness	X	7. Creativity	X
2. Precision	X	8. Concentration	X
3. Analytic Ability	X	9. Judgment	X
4. Problem Solving	X	10. Imagination	X
5. Memory	X	11. Initiative	X
6. Communication	X	12. Patience	X
HAZARDS: Situations in which the individual is exposed to definite risk			
	Yes	No	Yes No
1. Mechanical	X	8. Frequent Travel	X
2. Electrical	X	9. Long / Irregular Hours	X
3. Explosives		X 10. Stressful Atmosphere	X
4. Burns	X	11. Inadequate Work Area	X
5. Chemicals	X	12. Moving Machinery	X
6. Fumes/Gases/Odors	X	13. Blood Borne Pathogens	X
7. Toxic Waste	X	14. TB	X
Work Environment			
	Yes	No	Yes No
1. Inside Work	X	4. Vibration	X
2. Outside Work		X 5. Wet / Humid	X
3. Noise	X		

JOB DESCRIPTION REVIEW:

- I understand this job description, its requirements, and that I am expected to complete all duties assigned.
- I understand the job duties may be altered from time to time.
- I have noted below any accommodations that are required to enable me to perform these duties.
- I have also noted below any job duties that I am unable to perform, with or without accommodation.

Employee Comments:

Employee's Signature

Date

Revised 01/05/2015