Dental Assistant Job Description

Job Title: Dental Assistant  
Reports to: Doctor(s) and Lead Hygienist  
Supervised by: Practice Manager  
FLSA: Non-Exempt  
Evaluation: Annual Review  

PURPOSE
The Dental Assistant’s primary responsibility is to provide patient care and assistance to the Doctor with patient procedures. The Dental Assistant must ensure that the patient is the number one priority throughout the visit.

JOB RESPONSIBILITY
Dental Assistants are required to perform and help the Doctors perform direct patient care including, sealants, impressions, seating appliances, etc. Dental Assistants are required to perform direct patient care on a day-to-day basis that can involve significant patience and discretion in order to obtain the proper cooperation from each patient. Many children are in need of tender loving care and may involve “tell- show- do” prior to any treatment. Dental Assistants must use creativity and imagination to encourage anxious or timid patients. Adapting to each individual and providing excellent chair side manner is a must.

Anticipate the Doctor’s needs and be fully prepared for the patient prior to beginning treatment. All necessary cassettes, hand pieces, materials, and instruments should be ready and available for the Doctor. A patient should never be left in a room alone unattended.

General Requirements Include:
- Ability to take impressions.
- Ability to take diagnostic x-rays and display the x-rays according to the type of procedure, if certified to do so.
- Ability to accurately chart and document all notes pertaining to the patient during the exam and treatment set forth by the Company guidelines.
• Ability to review the patient’s chart, medical history, HIPAA, treatment plan and consent forms prior to treatment, and identify any potential concerns for you and the Doctor to consider.
• Ability to monitor the patient at all times while he or she is on nitrous oxide.
• Obtain stabilization consent form from the parent or guardian as requested by the Doctor.
• Ability to review and understand the patient’s insurance eligibility.
• Maintain patient confidentiality through HIPAA compliance. Ensure any release of patient information is done according to the Company guidelines.
• Ability to manage the day’s schedule by keeping a smooth flow of patients and minimizing unnecessary wait times for patients and parents.
• Ability to properly clean, sterilize, and maintain all operatory equipment, instruments, chairs, and workstations based on OSHA regulations and the Company standards as needed, following every patient’s treatment.
• Promotion of oral care and education to all patients and parents or guardians.
• Understand how to work effectively within the office, partnering with the Practice Manager, Doctor(s), and other staff to maintain consistency and integrity within the Company.
• Leadership in the clinical setting. Exemplify ethics, enthusiasm, and respect. Treat others like you want to be treated.

EXPECTED RESULTS AND MEASURES
The Dental Assistant is expected to conduct him or herself with a high degree of professionalism in all work assignments and related duties. The Practice Manager and Doctor(s) will evaluate the Dental Assistant’s performance on a daily basis. A formal review will be conducted once a year. The employee will be held responsible for his or her performance as a Dental Assistant pursuant to the duties outlined in this job description and in the performance of other duties that may be assigned over each period of evaluation. Each assistant will be evaluated on his or her attitude, ethics, customer service, clinical procedures, administrative duties, and teamwork.
Additionally, the employee will be required to follow the rules and regulations as set forth by the Company Handbook and other service publications.

SPECIFICATIONS
This section specifies all the requirements for this position.

EDUCATION AND EXPERIENCE
Experience working in a professional environment with direct patient care is desired. The employee must be x-ray certified. Where required by the state, the employee must maintain any other certifications and or licenses needed to perform as a Dental Assistant.

SPECIFIC SKILLS
Strong interpersonal and relationship building skills are required. Employee must be able to establish and maintain positive working relationships with patients, parents, and team members. The employee must be able to communicate effectively in writing as well as verbally to all levels of staff and management. Must be able to project a capable and professional image, one that is reflective of Company values. Dental Assistant training and being familiar with routine dental procedures and the requirements are necessary. One must possess excellent organizational skills, being able to multi-task and perform job duties in a timely manner. Must have computer skills and be able to learn and successfully use computer software and new programs as required.

INDEPENDENT ACTION
While some independent action is required, the Dental Assistant works under the supervision of the Doctor. He or she takes direction from the Doctors, as well as the Practice Manager, and follows policies and procedures outlined but the Company.

CONTACT WITH OTHERS
Must be able to work well with staff, Doctors, patients, colleagues, other Company representatives and vendors.

ADDITIONAL DUTIES
Additional duties may be assigned as necessary to achieve the Company standards and goals as effectively as possible.
ACKNOWLEDGMENT
The job description is subject to review and or modification at any time based on the needs of the Company.

I acknowledge I have received a copy of the job description application to my assignment and have reviewed this information with my immediate supervisor.

________________________________________  ______________________________
Signature of Employee                      Date

________________________________________
Printed Name of Employee