Position Description

Position Title: Dental Assistant
Department: Dental

JOB CONTENT

1. Position Summary:
(Overall purpose of this position)

- Support providers in the examination and treatment of patients, including the preparation of exam rooms and instrumentation, operation of dental equipment, administration of topical anesthetics, etc. related to patient care requirements.

2. Essential duties and responsibilities which must be performed in order to carry out the position purpose summarized above:
(The following description is a general representation of the key duties and responsibilities of this position. Other duties may be assigned, as required.)

A. Performs duties that are delegated according to the State Board of Dental Examiners under the direct supervision of the dentist.

B. Establish reason for visit and document patient description of chief complaint. Document all visit encounter fields in EMR.

C. Participate in quality improvement and work flow enhancements that support patient care.

D. Prepare patient, sterilize and disinfect instruments, set up instrument trays, prepare materials, and assist dentist during dental procedures.

E. Expose dental diagnostic x-rays.

F. Record treatment information in patient records.

G. Take and record medical and dental histories and vital signs of patients.

H. Provide postoperative instructions prescribed by dentist.

I. Assist dentist in management of medical and dental emergencies.
J. Maintain patient flow for providers, filling rooms per designated quota.

K. Clean and stock rooms per established requirements.

L. Maintain quality controls daily.

M. Maintains adequate operatory supplies, stocks operatories, orders medications and provides assistance as directed or needed.

N. Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with NFP policy as well as state and federal regulation(s).

O. Serve as a member of a Patient Centered Medical Home team.

P. Places sealants and performs basic cleanings, billable services.

3. Qualifications:

A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications: (To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Demonstrated completion of dental assistant training program.

- Certified CDA.

- Ohio State Dental Radiograph permit.

- Current BLS certification required.

- Knowledge of universal precautions and blood borne pathogens and OSHA guidelines.

- Demonstrated computer proficiency utilizing electronic medical records.

- Demonstrated interpersonal skills: empathy, trust, respect and ability to
establish effective relationships with people of diverse ethnic and cultural backgrounds.

- Demonstrated critical thinking skills and ability to work independently.
- Demonstrated team membership skills.
- Demonstrated attention to detail.

B. Essential Physical Demands and Working Environment:
(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to see, communicate, hear and utilize electronic communication devices.
- Demonstrated ability to walk, sit or stand for long periods of time. Requires some lifting up to 50 lbs.
- Work environment is stressful at times.

C. Previous experience that is necessary background to qualify for this position:
- Entry level position.

REPORTS TO AND EVALUATED BY: Dental Clinic Manager