



Dental Assistant

Responsibilities:

Job Description:

Works under Dentist(s) supervision and are responsible for a variety of tasks. Some of these tasks include, but are not limited to, supporting dental care delivery by preparing treatment room, patient, instruments, and materials; passing instruments and materials; performing procedures in compliance with the dental practice act. The Dental Assistant greatly improves the dentist's efficiency in terms of quality dental care and is an important member of the oral health care team. The Dental Assistant must be reliable, have great manual dexterity and work well with other professionals.

The Dental Assistant is required to wear protective clothing, gloves, masks, and eye-wear as a precautionary from infectious diseases.

A diverse set of skills such as clinical, clerical, interpersonal, and technological are preferred.

Duties (include, but not limited to):

- Conduct patient x-rays as instructed by the dentist and compliance of safety measures.
- Conduct patient teeth impressions for models.
- Conducts and record patient's medical history for dentist's reference.
- Advise and educate patients on dental care.
- Assisting dentist chair side.
- Prepares treatment room for patient by following prescribed procedures and protocols.
- Prepares patient for dental treatment by welcoming, comforting, seating, and draping patient.
- Provides information to patients and team members by answering questions and requests.
- Provides instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments, applying topical anesthetic, and removing stitches.
- Documents dental care services by charting in patient records.
- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Contributes to team effort by accomplishing related results as needed such as scheduling appointments, maintaining records, sending bills, answering phones, ordering supplies and other office tasks.
- Maintain patient data according to regulations and company policies in addition to HIPAA compliance.
- Take responsibility for the appearance and functionality of the office.
- Maintain facilities and equipment in accordance with safety regulations including OSHA.