



JOB DESCRIPTION FOR DENTAL ASSISTANT

Chairside Assisting

1. Wrap or bag all trays and instruments from day before and start chemiclave and autoclave. Prepare each room for patient with all the things necessary for procedure.
2. Attend huddle prepared to discuss each patient of the day. Know the background of each patient and the reason for each procedure. Take notes during huddle to assist in the delivery of care later in the day.
3. Greet patient and escort patient to operatory. Make patient comfortable with music, a little talk to ease fears and explain what procedures are planned for today. Please napkin and eye protection on patient, get headphones ready, and page doctor. Remain with patient if patient is very fearful. Do pre-brief and de-brief at end. Review planned treatment and procedure of the day and discuss questions or concerns. Advise patient of any special risks or concerns associated with this appointment and document that this has been done on computer. Please x-rays pertinent to the procedure on the view box in advance.
4. Update health history and document that this was done.
5. If nitrous oxide is to be used, review expectations with patient.
6. Work with doctor through procedure, handing instruments, aspirating, checking on patient's comfort, mixing material or doing other procedures alone as allowed by doctor.
7. Complete the written and computer chart entry when able during the appointment. Assure that all codes and fees are recorded accurately and checked against the treatment plan. Post treatment on computer and generate walkout statement. If changes to the treatment plan have occurred, update treatment plan and print out. Check off completed treatment from the treatment plan. Document all advice or warnings given to patient. Reassemble chart for delivery to front desk.
8. Hand patient off to appointment coordinator for scheduling. When handing off, be sure all necessary information is communicated to appointment coordinator.
9. Conduct a careful exit conference with the patient (de-brief). Brief the patient on what was accomplished at the visit (and what benefits the patient has received), what problems were encountered, what post treatment experience the patient can expect, what special post treatment management we are asking the patient to do, and what the next step in the treatment plan is. Discover any unspoken concerns from the patient and deal with them before dismissing the patient.

10. Escort the patient to the reception desk after procedure, and hand the patient off to the appointment coordinator for payment or possibly further scheduling, or to the financial coordinator for financial arrangements or insurance questions.
11. Clear and clean room just used. Run handpieces, discard old burs, and used needles in hazardous waste receptacle. Clear tray of all debris and instruments not needed in tray. Run trays and extra instruments through cleaning unit. After dry, place 2X2s, cotton rolls and q-tips in tray. Wrap, tape, and process in chemiclave. Handpieces are to be cleaned, lubed, bagged, taped and then processed through autoclave.
12. Keep patients and doctor on time as much as possible.
13. Keep up with trays, instruments, handpieces and sterilizing room.

Maintenance

1. Perform all daily, weekly, monthly, quarterly, semi-annually and annually scheduled maintenance as outlined in the maintenance manual and according to any rotational schedule in effect.
2. Update the maintenance manual as needed.
3. Record and initial all maintenance in the maintenance manual.

Other

1. Work with other assistants to cover for each other as needed, when one needs a day off.
2. Be available occasionally for after-hours emergencies or Friday hospital cases. Accept a regular rotation with the other assistants to cover the last patient of the day.
3. Be available for one day each week, in rotation with other assistants, to stay late if required by the patient.
4. Learn basics of other assistant's jobs, including laboratory management and inventory management, so that you would be able to cover in a time of need.
5. Attend continuing education from time to time, as it is offered.
6. Maintain currency in CPR.
7. Maintain currency in OSHA and CDC training.

8. Operate always in a manner that is supportive of other staff and the doctor.
9. Maintain professional demeanor at all times.
10. Promote good dental care with all patients. Encourage patient to electively proceed with needed or recommended treatment. Explain treatment plans in patient's language.
11. Promote the office both while present at work and outside of work.