



Partners in Practice Success

Dental Assistant

Purpose: The purpose of the Dental Assistant position is to efficiently and effectively deliver dentistry in a way that ensures patient satisfaction and practice profitability.

I. Assisting Tasks

- a. Clean, stock and prepare treatment rooms prior to each appointment. Maintain a non-threatening environment in each treatment room.
- b. Sterilize instruments, equipment and treatment rooms, according to OSHA standards, after each procedure.
- c. Greet and seat patients within seven minutes of appointment time.
- d. Understand assisting functions of each procedure in order to anticipate Doctor's needs during procedures.
- e. Complete daily checklist for opening and closing the treatment rooms, sterilization area and lab.
- f. Take, process and mount x-rays.
- g. Take impressions (if qualified).
- h. Make temporary crowns (if qualified).
- i. Pour and trim study models.
- j. Perform coronal polishing.
- k. Complete daily, weekly and monthly maintenance of equipment according the maintenance schedule and guidelines.

II. Administrative Tasks

- a. Review and update medical and health history forms for each patient.
- b. Keep patient charts current by charting any periodontal information, restorative needs and services rendered.
- c. Use effective verbal skills to motivate patients to accept treatment diagnosed by the Doctor.

II. Administrative Tasks (cont.)

- d. Debrief the patient about what occurred during the appointment, what they could expect as a result of treatment and what the next step will be.
- e. Effectively hand-off the patient to team members using the “Passing The Patient” formula.
- f. Complete post-op calls to patients at the end of each day.
- g. Prepare for and participate in daily huddle by providing information regarding “today’s schedule”, doctor exams, emergency time and marketing information.
- h. Provide back-up support for the Administrative team when time permits.

II. Marketing Tasks

- a. Actively market the practice by asking patients of record for referrals.
- b. Actively market the practice in the community.