



Partners in Practice Success

Hygienist

Purpose: The purpose of the Hygienist position is to efficiently and effectively deliver periodontal care in a way that ensures patient satisfaction and practice profitability.

I. Clinical 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. Perform prophylaxis, debridement, scaling and root planning and any other periodontal therapy diagnosed by the Doctor.
- e. Pre-frame possibility for treatment prior to periodic exam. Assist Doctor during exam and support treatment recommendations.
- f. Conduct appropriate patient education including, but not limited to:

Toothbrushing	Perio Aids	Disclosing methods
Water Jets	Stimulators	Nutrition
Oral Rinses	Flossing	Perio Health

- g. Complete daily checklist for opening and closing the treatment rooms, sterilization area and lab.
- h. Take, process and mount x-rays.
- i. 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, services rendered and motivators and concerns.

II. Administrative Tasks (cont.)

- c. Use effective verbal skills to motivate patients to accept treatment diagnosed by the Doctor.
- 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, outstanding treatment and marketing information.
- h. Provide back-up support for the Clinical team when time permits.
- i. Assist with the continuing care system by helping fill no shows and cancellations 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.