

Premier Community HealthCare Group, Inc.
Job Description

Job Title: Dental Assistant
Department: Dental
Reports To: Dental Director
FLSA Status: Non-Exempt
Prepared Date: 9/ 2005 **Revised:** 9/2014
Approved By: Dental Director

SUMMARY: Assists Dentist with examination and treatment of patients

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following, other duties may be assigned.

1. Assists Dentist with all operatory procedures (four-handed dentistry) with knowledge and skills of all instruments.
 - a. Prepare patient and operatory room for dental encounter.
 - b. Review medical history, check for medical alerts, take and record vital signs.
 - c. Record treatment information in patient's electronic chart.
 - d. Perform topical applications of fluoride and prophylaxis, pit and fissure sealant as well as oral care instructions and /or post operative instructions prescribed by dentist.
2. Expose digital diagnostic x-rays as needed
 - a. Panorex
 - b. Bite wings
 - c. Periapicals
 - d. Full mouth series
3. Perform OSHA Sterilization Requirements.
 - a. Sterilize instruments in the autoclave; clean and disinfect operatory room after each patient.
 - b. Perform spore test in autoclave weekly.
 - c. Change ultrasonic solution weekly.
 - d. Change and date red biohazard bags and sharps containers monthly.
4. Prepare any and all support for laboratory procedures
 - a. Taking impressions.
 - b. Making temporaries.
 - c. Remove surgical sutures.
5. Provide Administrative support
 - a. Triage emergency patient calls and schedule as needed daily.
 - b. Assist in rescheduling patients for dentist when they are out of the office.
6. Insurance knowledge/ requirements
 - a. Knowledge of dental procedures requiring pre-authorizations and referrals.
 - b. Submitting pre-authorizations and referrals on insurance web portals for authorization.
 - c. Monitor for approval prior to next patient visit.
7. Ensure patient confidentiality and EMR security at all times
 - a. Maintain patient information within HIPAA
8. Keep other care team members informed when situations occur that disrupts timely patient flow through site.
9. Consistently participates in and actively adheres to patient care expectations to attain clinical goals set forth in the PCHG Health Care Plans and the Quality Improvement / Quality Assurance (QI/QA)

SUPERVISORY RESPONSIBILITIES: None

GENERAL DEVELOPMENT:

1. Maintains a professional relationship and positive attitude with co-workers, the public, patients and the entire organization.
2. Maintains the highest professional and work ethics.
3. Displays enthusiasm toward the work, mission and vision of the organization.

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Graduate of an approved school of Dental Assisting.
2. Certificate in Radiological Health and Safety.
3. Certificate in Expanded Duties of Dental Assisting.
4. Current Basic Life Support (BLS) certification.
5. Basic understanding of dental/ medical terminology and documentation.
6. Ability to use basic mathematical skills.
7. Able to perform repetitive tasks.

COMMUNICATIONS SKILLS:

1. Exceptional customer service skills.
2. Ability to communicate effectively, verbally and in writing.
3. Excellent grammar, spelling and interpersonal skills.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to lift 20 lbs. regularly and 30 lbs.-50 lbs. occasionally.
2. Ability to sit for long periods of time.
3. Direct exposure to computer screen.
4. May be exposed to contagious/infectious diseases.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) serving in this position. Employee(s) will be required to follow any other job-related instructions and to perform any job-related duties requested by any person authorized to give instructions or assignments.

I have received and read a copy of my job description and fully understand the requirements.

CARE TEAM MEMBER PRINT NAME

DEPARTMENT

CARE TEAM MEMBER SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE