

# V&IOVIS<sup>SM</sup>

JOB DESCRIPTION FORM

<b>Job Title:</b> Dental Assistant	<b>Reports to:</b> Dental Lead
<b>Department:</b> Dental	<b>Location:</b> Annex I
<b>Job Grade:</b> C-1	<b>Date of Last Review</b> July 18, 2013

## Job Summary:

Reports directly to the Dental Lead and coordinates closely with dental professionals and staff and responsible for making patients as comfortable as possible in the dental chair, prepares them for treatment, and obtains dental records. Sterilizes and disinfects instruments and equipment. Prepares tray setups for dental procedures and instructs patients on postoperative and general oral health care.

## I. Essential Duties and Responsibilities:

### 1. Patient Care

- 1.1. Makes patients as comfortable as possible in the dental chair, prepares them for treatment and obtains dental records.
- 1.2. Hands instruments and materials to dentist and keeps patients' mouths dry and clear by using suction or other devices.
- 1.3. Sterilizes and disinfects instruments and equipment. Prepares tray setups for dental procedures and instructs patients on postoperative and general oral health care.
- 1.4. Prepares materials for making impressions and restorations, exposes radiographs, and processes dental x-ray film as directed by the dentist.
- 1.5. Charts conditions of decay and diseases for diagnosis and treatment by dentist.
- 1.6. Removes sutures, applies topical anesthetics to gums or cavity-preventive agents to teeth, removes excess cement used in the filling process, and places rubber dams on the teeth to isolate them from individual treatment.

### 2. Laboratory Duties

- 2.1. Makes casts of the teeth and mouth from impressions.
- 2.2. Cleans and polishes removable appliances.

### 3. Office Duties

- 3.1. Schedules and confirms appointments.
- 3.2. Receives patients.
- 3.3. Keeps treatment records.
- 3.4. Sends bills and receives payments.

- 3.5. Monitors level of dental and office supplies, makes replenishments and ensures appropriate level at all times.
4. Performs other duties that may be assigned from time to time.

## **II. Experience & Specifications:**

1. High School Graduate – with a certification from an accredited dental – assisting programs offered by community and junior colleges, trade schools or technical institutes.
2. Minimum of 1 year experience with impressive track record in coordinating closely with dental professionals and staff and responsible for making patients as comfortable as possible in the dental chair, preparing them for treatment and obtaining dental records.
3. Must have the appropriate level of behavioral maturity and patience in handling patients.
4. Must have the diplomacy and tact in handling difficult and irate patients.
5. Very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
6. Outstanding communication skills and persuasiveness, specially the ability to communicate instructions and procedures for treatments, keeping the patients and giving them the desired level of comfort and confidence.
7. Must have strong sensitivity to the needs and anxieties of patients and the ability to motivate patients to undergo treatments and/or procedures.
8. Very good manual dexterity skills
9. Strong ethics and a high level of personal and professional integrity.
10. Knowledgeable of federal and state laws and requirements relating to healthcare management.
11. Computer literate and very highly proficient in using MS office programs.

### **Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.