

**Job Title:** Dental Assistant  
**Department:** Physician Services  
**Classification:** Non-Exempt  
**Reports to:** 1. Physician Services Manager  
2. CEO

### Summary

The Dental Assistant is responsible for all of the tasks of a Dental Assistant. The Dental Assistant will work under the direct supervision of the Dental Hygienist and/or Dentist and may perform a specific set of services within their scope of profession practice.

### Essential Functions

- Assists the dentist in providing services in all chairside procedures.
- Calls in Prescription to pharmacies.
- Updates patient address and phone numbers.
- Maintains an inventory of needed office/dental supplies within the work area.
- Responsible for cleaning the operatory after each patient.
- Prepares tray set up for all procedures.
- Maintains an orderly fashion of all equipment and rooms.
- Responsible for performing basic laboratory procedures, including x-ray procedures.
- Sterilizes instruments in accordance with infection control policies and procedures.
- Performs Spore Testing as per Guidelines.
- Receives, registers patients.
- Receives all phone calls.
- Registers patient information into the computer.
- Checks and maintains current insurance and billing information.
- Checks Medical Assistance Eligibility through Promise.
- Prepares patient charts with routing slips, and distributes them accordingly.
- Files and receives patient charts on a daily basis for multiple schedules and a patient's call for treatment.
- Schedules patient appointments for treatment on multiple schedules.
- Sorts and distributes incoming mail.
- Computes charges and co-payments and receives payments for services.
- Has the ability to create, enter, manipulate, and manage computer files.
- Ability to communicate with patients concerning charges and procedures.
- Performs other duties as assigned.

### Education/Experience

- High school diploma or equivalent
- X-Ray Certification is preferred but not required. However, completion of your Dental X-Ray certification must be obtained within 4 months of initial employment.
- Sufficient previous related experience, with Computer knowledge.

### Knowledge, Skills and Abilities

- **Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters.**
- **Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy.**
- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team.

- Required to establish and maintain the ability to communicate effectively both verbally and in writing with a variety of socioeconomic, religious and culturally diverse populations of patients, clients, families and the general public in order to gain confidence and cooperation and to establish and maintain contact with facility staff and others.
- Required to abide by, and comply with, established Departmental and TAH policies, procedures and standards.
- Required to establish and maintain acceptable level of attendance.
- Required to perform the duties of the position in a safe and efficient manner.
- Required to assist in maintaining the cleanliness of the work areas.
- Ability to remain calm and perform effectively during critical/emergency situations and pending deadlines.
- Ability to adapt to a wide range of physical and emotional situations and to seek assistance in the application of procedures sufficient to overcome problems.
- Ability to adapt working times or methods and perform effectively in order to meet established, critical deadlines.

**Work Environment**

Normal patient care environment with little exposure to excessive noise, dust, and temperature changes. Subject to certain patient care activities and exposure to communicable diseases. May be exposed to potential hazards such as chemical wastes, radiation (x-rays), body fluids, and other possible infectious material.

**Specific Job Demands**

- Strength: Light Work - Lifting, Carrying, Pushing, Pulling 20 Lbs. occasionally, frequently up to 10 Lbs., or negligible amount constantly. Can include walking and or standing frequently even though weight is negligible. Can include pushing and or pulling of arm and or leg controls.
- Reaching: Frequently - Extending hand(s) or arm(s) in any direction.
- Handling: Frequently - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
- Fingering: Frequently - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Talking: Frequently - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Frequently - Perceiving the nature of sounds by ear.
- Near Acuity: Frequently - Clarity of vision at 20 inches or less.
- Accommodation: Frequently - Adjustment of lens of eye to bring an object into sharp focus. This factor is required when doing near point work at varying distances from the eye.
- Color Vision: Frequently - Ability to identify and distinguish colors.

**Positions Supervised**

None

**Acknowledgement:**

Practice Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_