
Community Health Net Job Description

Title: Dental Assistant

Original: August 29, 1997

**Revised: July 2007, July 2009
March 2011**

Department: Dental

FLSA Status: Non-exempt

Reports To: Dental Manager/Supervisor

Approval Signatures

Chief Executive Officer

Human Resources

Chairman Board Chairman

Summary

Under the supervision of a licensed Dentist performs chair side assistant duties in all phases of restorative, surgical, endodontic, prosthodontic, and periodontal treatment. Other related duties as assigned.

Essential Duties and Responsibilities

Under Personal Supervision

A dentist is personally operating on a patient and authorizes the allied dental personnel to aid treatment by concurrently performing supportive procedures.

- Receive and prepare patients for treatment, including seating, positioning chair, and placing napkin
- Using the concepts of four-handed dentistry, assist with basic procedures, including prosthodontics and restorative dentistry
- Prepare appropriate instrumentation for endodontic therapy, prosthodontic care, oral surgery and restorative therapy.
- Using the concepts of four-handed dentistry, assist with basic intraoral surgical procedures, including extractions, periodontics, and endodontics
- Follows proper procedures for developing radiographs, using proper safety techniques to ensure there is no unnecessary exposure to radiation for the patient or the allied professional.
- Provide patient preventative education and oral hygiene instruction.
- Perform sterilization and disinfection procedures
- Provide pre and post operative instructions
- Preparation and mixing of dental materials, including sedative dressings and luting cements.
- Fabricate custom trays
- Recognize and respond to basic dental/medical emergencies and report to dentist
- Perform intraoral and extraoral photography
- Monitor all laboratory work for IN and OUT status; communicate with receptionist for scheduling of follow up appointments.
- Assist in the administration of nitrous oxide.
- Perform routine maintenance of dental equipment. Communicate needed repairs to Dental Manager/Supervisor
- Maintain awareness regarding dental inventory and, in a timely manner communicates supply needs to the Dental Manager/Supervisor.
- Facilitate the efficient flow of patients through treatment area.

Dental Assistant

- Takes preliminary impressions.
- Demonstrate and apply understanding of OSHA Hazard Communication Standard, Bloodborne Pathogens Standard and JACHO requirements
- Performs dental laboratory duties within the legal guidelines.

Clerical Duties:

- Update patient records as instructed by the dentist
- Takes patient phone calls, schedules patient appointments, and confirms upcoming appointments with patients.

Not permitted by any level of Dental Assistants

- Take impressions other than for study models, diagnostic casts or athletic appliances; examine, diagnose or plan treatment; cut hard or soft tissue, prescribe drugs, approve or make adjustments to final occlusion, perform pulp capping, pulpotomy and other endodontic procedures, perform final placement/cementation of fixed and removable prosthetic appliances, administer local anesthesia, parenteral or inhalational sedation, nitrous oxide analgesia or general anesthesia.

Policies/Procedures

- Maintains confidentiality in all aspects of the position. Patient information discussed in a “need-to-know manner”
- Complies with Community Health Net Policies and Procedures
- Reports safety concerns/issues to supervisor immediately

Physical Demands

Reasonable accommodations may be made to perform the essential physical functions.

- Excellent visual acuity; and manual dexterity
- This position requires standing, sitting and bending for long periods of time
- This position requires exerting up to 25 pounds of force in order to lift, carry, pull, or move objects.
- The employee is regularly required to move around health care facility, walking and climbing stairs to obtain medical records

Supervisory Responsibilities

None

Skills/Qualifications

- A current Pennsylvania radiology permit
- Strong organizational skills, prioritization skills and a systematic approach to work with a high level of accuracy and attention to detail
- Able to work independently and act on own initiative
- Ability to read, write and converse fluently in English. However, bi-lingual skills are a plus

Education/Experience

Dental Assistant Certification from an accredited technical school or equivalent experience. A minimum of one (1) year related experience preferred.

Dental Assistant

Certificate/ Licenses/ Registrations

Employees are responsible to keep required licensure current and active in personnel file

Pennsylvania x-ray certification

Current CPR

Employee Signature: _____ Date _____

Reviewer Signature: _____ Date _____

* As defined by American Dental Association (ADA)