

DENTAL ASSISTANT

REPORTS TO: OFFICE MANAGER

The primary function of the dental assistant is to assist the assigned Doctor in all functions of patient care.

The following is a list of responsibilities associated with the Dental Assistant but is not exhaustive nor a complete, comprehensive list of the duties required and expected of the dental assistant; additional duties may be assigned as needed.

- Review charts/ review treatment plans- make sure all charts are accounted for and scheduled with the correct doctor.
- Open rooms- make sure burs are autoclaved.
- Update medical history and contact numbers.
- Verify treatment plan- review with the patient for the days treatment.
- Seat patient, bib them, make sure patient is comfortable- get them a magazine, start a movie etc.
- Place topical anesthetic.
- Show patients Casey when possible
- Start DVD's for small patients
- Set up room with the correct instruments, tofflemires, hand pieces and materials.
- Assist Dr.- let them know where they will be going next (Tx rooms or Hyg.)
- Be aware of schedule changes- let other team members know.
- Break down rooms, sterilize rooms and set up.
- Stock rooms adequately.
- Down time- clean rooms.
- Scrub, bag and sterilize instruments.
- Remove and cement temporary crowns.
- Make temporary crowns with acrylic or luxatemp.
- Mix sedative fillings and cements
- Write up charts and fill out routers.
- Write up lab slips
- Take intra-oral pictures with camera.
- Place teeth whitening trays.
- Take alginates
- Take shades for teeth whitening, crowns, partials, and dentures.
- Try-in partials/ dentures
- Take x-rays intra-oral or panoramic, develop/duplicate when necessary
- Print up prescriptions
- Assist EFDA when possible
- Assist other teams whenever possible- help them stay on time
- File lab slips in the back lab.
- Call on unscheduled treatment.
- Help file and pull charts.