



## DENTAL ASSISTANT (CERTIFIED)

### JOB SUMMARY:

Under the supervision of the Dentist, the certified Dental Assistant performs a wide variety of patient care and office duties, working chair-side as dentists examine and treat patients and making patients as comfortable as possible in the dental chair preparing them for treatment and obtains dental records.

### ESSENTIAL TASKS:

1. Set up instrument trays, prepare materials;
2. Escort patient into dental examination room;
3. Preparing the patient for treatment by seating patient, obtaining records and applying protective garb;
4. Takes and records medical and dental histories and vital signs of patients;
5. Preparing instruments, materials, and medicaments to be used;
6. Take and develop dental x-rays;
7. Assists during dental procedures by handing instruments and other supplies, suctioning, irrigating, etc. as instructed by the Dentist;
8. Assists dentist in management of medical and dental emergencies;
9. Decontaminate, scrubbing, packaging, and sterilizing all instruments;
10. Perform solely mechanical work upon inert matter in a dental office, e.g. trimming or mounting impressions taken by the dentist;
11. Instruct patients in oral hygiene and plaque control programs;
12. Provide postoperative instructions prescribed by the Dentist;
13. Clean patient area of dental treatment room, removing instruments and supplies, discard disposable supplies and instruments, and ensuring that the room is ready for the next patient;
14. Clean and polish removable appliances;
15. Perform autoclave cleaning and testing;
16. Provide patient education;
17. Take preliminary medical histories and vital signs to be reviewed by the Dentist;
18. Place and remove rubber dams;
19. Select and pre-fit provisional crowns and orthodontic bands;
20. Remove orthodontic arch wires, ligature ties, and temporary cement;
21. Place and remove matrix bands;
22. Take impressions for study casts or diagnostic casts;
23. Remove periodontal dressings;
24. Remove sutures placed by the Dentist;
25. Take impressions for space maintainers, orthodontic appliances, and occlusal guards;
26. Apply topical anti-carcinogenic agents to the teeth;
27. Apply desensitizing agents to the teeth;
28. Place and remove temporary separating devices;



29. Place orthodontic ligatures; and
30. Perform such other dental supportive services authorized by the Dentist;
31. Schedule appointments, receive payment for dental services, complete insurance forms;
32. Maintain clinical and business records, manually or using a computer;
33. Ensures that patient records are kept confidential consistent with the Health Center policies and procedures and HIPAA standards; monitors HIPAA compliance within the work environment;
34. Immediately reports any discovered or suspected fraud, waste, or abuse of Health Center funds or assets;
35. Immediately reports any discovered or suspected violations of HCC's protected health information privacy or security policies and procedures to the Dentist or other appropriate HCC administrator.

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

1. High School diploma or GED, plus prior experience in a dental office or health care setting.
2. Current NYS dental assistant certification.
3. Current CPR or BLS certification.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of dental safety practices and requirement to evaluate existing standards and implement new procedures;
2. Knowledge of and ability to apply Dental Assistant principles and practices;
3. Knowledge of dental operator principles, standards, and procedures;
4. Knowledge of how to use/maintain dental operator and other Health Center equipment appropriately;
5. Skill in identifying problems, researching and recommending resolutions;
6. Skill in exercising initiative, judgment, discretion and decision-making;
7. Skill in maintaining Health Center quality assurance;
8. Skill in following appropriate testing procedures;
9. Excellent interpersonal skills; and
10. Skill in proper equipment use.

*This position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the agency at the sole discretion of executive management.*