

DENTAL ASSISTANT

NATURE OF WORK

This is professional dental and clerical work assisting dentists, dental hygienists and front office staff in various dental and complex front office procedures, including the delivery of four handed dental assisting skills and procedures per scope of practice, documenting in and maintaining electronic patient records and treatment ledgers, scheduling and confirming patient appointments, providing appropriate referral information to other dental providers and specialists and assisting with the claims submissions, clearinghouse and mange care portal.

Work involves responsibility for the performance of chair side professional duties assisting dentists, dental hygienists and dental students including the seating and preparation of patients, intake and documentation of patient health information and health assessment into the electronic patient record, communicating to dentists patient health information and health assessment into the electronic patient record, communicating to dentists patient health information and concerns, preparing treatment rooms with procedural dental instruments, materials and medications; and performing procedural four-handed dentistry chairside with dentists. Work also includes maintaining clinic area and dental equipment. Employees of this class are expected to exercise considerable initiative and judgment per Nebraska scope of practice for dental assistance. Supervision is received from the Dental Hygienist Supervisor in collaboration with the clinic dentists with work being reviewed in the form of effectiveness of assistance offered, and clinical efficiency and productivity.

EXAMPLES OF WORK PERFORMED

Updates and documents patient electronic records and information; maintains confidential patient information and electronic files.

Seats and prepares patients, measures and documents blood pressures, updates medical health history, prepares treatment rooms with dental instruments, materials and medications; anticipates dentists needs and performs four handed dentistry chairside; maintains clinic area and equipment, utilizing appropriate asepsis and infection control protocol.

Sterilizes dental instruments in autoclaves; performs sterilization biomonitoring procedures; stores sterilized instruments and maintains asepsis during storage.

Exposes appropriate digital radiographs and panoramic views.

Schedules appointments for patients; confirms daily appointments and implements patient recall system.

Provides instructions to patients in postoperative care, oral hygiene and the importance of preventive dentistry.

Provides mentoring and technical assistance to community college dental assisting students that rotate through the clinic.

Orders and maintains accurate supplies and inventory; ensures that sterilization and treatment rooms are properly stocked.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of dental instruments, supplies, equipment and medications; sterilization techniques and their application; and of radiation hygiene and hazards.

Knowledge of postoperative care procedures, techniques and materials needed.

Ability to relate to patients in such a manner as to obtain their confidence, establish rapport and obtain vital patient health information while performing duties chairside.

Ability to process patient income eligibility forms, schedule patient appointments and maintain patient cancellation list that ensures and maintains maximum clinical performance.

Ability to maintain electronic patient files and records of treatments rendered.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with patients, co-workers and the general public.

Ability to operate autoclaves, digital radiological sensors and treatment room equipment.

MINIMUM QUALIFICATIONS

Graduation from an accredited dental assisting program; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Satisfactory completion of a course of study in dental radiology which is approved by the State of Nebraska Department of Health and Human Services and Bureau of Examining Boards if job assignment includes the operation of radiological equipment.

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