



## Dental Assistant Outpatient Medical Center

### **General Description:**

The Dental Assistant will report to the Dental Director and assist the Dental Director/Dentist in all dental procedures and follow all OSHA guidelines for healthcare. The Dental Assistant will be responsible for completing time out/intake (blood pressure, pulse, pain scale, and chief complaint) on all patients, breaking down and setting up operations, and properly sterilizing all operators and equipment between patients. The Dental Assistant will need to be aware of others' reactions and understand why they react as they do, adjust actions in relation to others' actions, actively look for new ways to help people, and teach others. The Dental Assistant should also be able to manage their own time and coordinate the time of others, motivate, develop, and direct patients' access to community resources through referrals. The key priorities of the Dental Assistant are to increase provider effectiveness, efficiency, and productivity for improved patient care and satisfaction.

### **Essential Job Functions:**

- Assists the Dentist in all dental procedures
- Completes Time Out/Intake (blood pressure, pulse, pain scale, chief complaint) on all patients
- Breaks down and sets up operations
- Properly sterilizes operators and equipment between patients
- Takes X-rays; develops X-rays; mounts X-rays
- Keeps the operators well stocked with supplies. Follows purchase order policy to order supplies as necessary
- Stores and keeps track of all dental laboratory cases
- Fills out and tracks Medicaid/insurance pre-authorizations
- Monitors the upkeep of dental equipment every week
- Tests the autoclaves every week and records results for compliance
- Assists in laboratory duties
- Makes sure the patient is properly draped and ready for the procedure
- Wears proper protective equipment during procedures, including gloves, gown, and mask
- Prepares for and acts appropriately to medical emergencies in the dental office
- Must be available to rotate on occasion, as may be necessary, to other OMC sites (Leesville or Tallulah)

### **Other Duties as Assigned:**

- Maintain and demonstrate an understanding of the team approach to patient care and documentation
- Complete and present the dental record in collaboration with the supervising dentist
- Attend regularly scheduled in-service staff meetings
- Communicate professionally and respectfully to all OMC staff

### **Education and Experience:**

- Must be a graduate of an accredited Dental Assistance Program
- Must be certified to assist in dentistry in the State of Louisiana
- Prefer one year's experience in the practice of dental assistance
- License and/or Certification Required
- Experience with electronic health records required, preferably Dentrix or similar EHS
- Must be available to work after hours as required by management

**Knowledge, Skills & Abilities:**

Knowledge of dental software, Microsoft Office, calendar and scheduling software, and email

Skills in maintaining an organized work area with attention to detail; organizing and prioritizing workload and meeting deadlines, and communicating effectively with peers.

Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds; ability to articulate, written and verbally, work effectively with managers, co-workers, members of the public and professional groups; manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member; function independently; exercise sound judgement and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships; work toward goals and objective of OMC Executives and Board of Directors; follow OMC policies – including adhering to its immunization policy and its mission; must be able to receive constructive feedback in a positive learning manner and be available to accept new assignments to meet emergency responsibilities.

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.
- Must be able to lift and carry up to 50 lbs.
- Position requires standing 2/3 of the time, walking 2/3 of the time, requires sitting 2/3 of the time, use of hands to finger, handle or feel 1/3 of the time, reaching with hands and arms under 1/3 of the time, stooping, kneel, crouch or crawl under 1/3 of the time, talk or hear over 2/3 of the time.

Note: Approved by the CEO on August 23, 2022