



UNCOMPAGRE MEDICAL CENTER

UMC

Employee Name: _____

Position: _____

Date: _____

Dental Assistant (DAI) Job Description

Position Overview:

Performs duties that assist in the Chief Dental Officer, Dentists, and Dental Hygienists in the care and treatment of patients, including reception, chair side assisting, inventory and records.

Supervision Received:

This position is directly accountable to the Chief Dental Officer.

Essential Duties and Responsibilities include the following. *Other assignments, projects, and duties may be required:*

- Assists the dentists and hygienists in chair side procedures routinely done in a general dental practice;
- Prepares and sets up instruments, materials, and equipment necessary for each procedure;
- Sterilizes instruments, and performs cleaning and routine maintenance of equipment and work areas;
- Schedules patients, does routine reception work, accurately records information on patient records;
- Helps office manager with various tasks, including processing encounters and billing and bookkeeping procedures;
- Helps with ordering and maintaining an inventory of supplies and materials, as well as maintaining thorough and accurate documentation of inventory.

Qualifications:

- High School Diploma/GED
- Willingness to learn and desire to expand abilities.
- Excellent customer service and ability to motivate patients.
- Administrative Writing Skills.
- Reporting Skills.
- Scheduling.
- Microsoft Office Skills.
- Organization.
- Time Management.
- Office Equipment Maintenance.
- Travel Logistics.
- Verbal and Written Communication.
- Ability to establish and maintain effective, courteous working relationships with staff team members.
- Ability to work under pressure in a fast-paced environment.
- Ability to work flexible hours to meet job requirements
- Ability to be a team player. Support and assist team members. Be available to help, and learn from the team. Keep an open mind to feedback, and earn trust of staff and providers.

Working environment/Physical activities:

- Requires periods of standing and walking.
- Requires depth perception, normal visual acuity and hand-eye coordination.
- No Chronic Respiratory Contagious Disease.
- Requires pulling, pushing and fingering with hands, wrists, arms and upper body
- Requires long periods of time sitting while on the telephone and/or doing computer work.
- Requires sufficient near vision to be able to read documents and computer screen.
- Essential to have ability to lift, carry, push and pull up to 35 pounds.

- Essential to have ability to use routine office equipment such as computer and telephone.
- Essential to have ability to stoop, kneel, bend, crouch, twist and reach.
- Essential to have ability to hear routine conversations.
- Essential to have ability to comprehend both oral and written communications.
- OSHA Classification is Category I: All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissue, or a potential for spills or splashes of these fluids.
- HIPAA Classification: Unrestricted Access: A workforce member with unrestricted access will have full access to patient's protected health information, including the patient's entire medical record, for patient care purposes.

Supervisory Duties:

This job has no supervisory responsibilities.

NOTE: *This job description is not intended to be an exhaustive list of all duties, responsibilities or qualification associated with this job. Job duties can change at any time.*

By signing below I acknowledge that I have read the following job description and I understand what is expected of me. I also understand that my job function can change at any time.

Signature: _____

Date: _____

Print Name: _____