

SIU School of Medicine POSITION DESCRIPTION

INCUMBENT:

CSN:

PRESENT CLASSIFICATION: Dental Assistant II

DATE: December 2021

DEPARTMENT/DIVISION: SIU Center for Family Medicine - Lincoln
UNIT: Dental

FUNCTION

This position works as part of a team with the dentist, hygienist and front office staff to make the dental practice efficient. The position will receive and prepare patients for treatments and provide advanced assistance to the dentist in rendering dental services.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Chief Operating Officer who reports to the Chief Executive Officer of the SIU Center for Family Medicine.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvements.

PATIENT CARE 75%

1. Handing instruments and other materials to dentist during procedures
2. Follow all OSHA guidelines and HIPPA compliance
3. Work as a team with the dentist, hygienist and front office staff to make the dental practice successful
4. Taking x-rays of patients' teeth
5. Using suction and swabs to keep patients' mouths clear and dry during procedures, applying topical anesthetic to patients' mouths
6. Organizing and laying out instruments for the dentist's use
7. Sterilizing dental instruments and equipment for each patient
8. Obtaining patients' dental records, updating medical histories and recording accurate information in the patient's chart
9. Charting
10. Advising patients on dental care
11. Making patients feel comfortable before, during and after dental treatment
12. Assisting the hygienist
13. Take impressions of patients' mouths and pour models
14. Complete lab slips and communicate with the labs
15. Make temporary crowns

INDIRECT PATIENT CARE 25%

1. Scheduling appointments, maintaining accurate records, answering phones, ordering supplies and other front desk office tasks

ADMINISTRATIVE APPROVAL:

Iris Wesley, Executive Director

DATE _____