## TOIYABE INDIAN HEALTH PROJECT, INC.

#### **POSITION DESCRIPTION**

**<u>POSITION</u>:** Dental Assistant/Receptionist

**WORK STATION:** Dental Department – All Sites

**<u>SUPERVISOR</u>**: Chief Dentist /Dental Office Manager

## SUPERVISES: None

# NON-EXEMPT

**POSITION SUMMARY:** Assist in the efficient operation of the dental department.

## **QUALIFICATIONS**:

- 1. High school graduate or equivalent.
- 2. One year general office experience, hands-on computer data entry experience desired.
- 3. Knowledge of medical/dental terminology helpful.
- 4. Must be willing to learn proper methods of patient record management.
- 5. CPR certified or certified within three months of hire.
- 6. Interest in successfully passing the California State Registered Dental Assisting Licensing Program as needed and required.
- 7. California State Board X-Ray Safety Certificate or ability to obtain within three months of hire.
- 8. Successfully pass and maintain current HIPAA regulations and training.
- 9. Possess a current CA driver's license and be insurable with company insurance.
- 10. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
- 11. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

## **DUTIES AND RESPONSIBILITIES:**

- 1. **Dental assisting duties** serve as support staff for the dentist during operative dentistry as required, should develop the ability in covering the full range of dental assisting duties, i.e. dental radiographs, "four handed" chairside assisting, taking quality impressions, etc.
- 2. Learns and performs proper infection control methods of the dental operatory and associated instruments and equipment under the direction of the dentists and dental hygienists.

- 3. Assist the department dentists, dental hygienists, and other registered dental assistants in the performance of their duties as needed and required.
- 4. **Receptionist** / **Front Office duties** Perform dental receptionist duties as needed and required providing assistance to patients in filling out dental and health appropriate forms, making appointments, checking and receiving registration. Assists in making phone calls of appointment changes and reminders, as required. Assists in maintaining a dental patient recall system.
- 5. Assists in maintaining the confidentiality of patient records in accordance with HIPAA protocols.
- 6. Assists in tracking of patient visits as needed and required. Assists in the enforcement of the dental failed appointment policy, mailing cards as needed, managing routine and urgent recalls per policy of the department.
- 7. Assists the other dental staff as required in maintaining a good patient flow.
- 8. Learns, understands, and utilizes the Electronic Dental Record system (EDR) as needed and required including the digital radiograph system.
- 9. Enters patient encounter and billing information, verifying insurances prior to appointments, updating patient records, etc.
- 10. Performs all duties while maintaining a professional appearance and attitude and follows the departmental communication chain of command.
- 11. Other job related duties as assigned.

Job Description Reviewed:	Employee:	Date:
	Supervisor	Date: