## Hygiene Assistant

Summary of Position: Responsible for assisting the dentist in clinical treatment of patients, assist Hygienist as needed, sterilize instruments, bring patients back, x-rays (after certification).

Responsibilities:

* Check that units are ready, stocked, and clean at the beginning and end of each day.
* Verify procedure with parent and authorize treatment.
* Seat patients and have proper setup for procedures. Monitor arrival time. At all times show care and concern for the patients. At all times be conscientious about getting the patient back on time and not leaving them unattended.
* Anticipate and assist dentist’s or hygienists needs at all times.
* Chart all patients and record date, service rendered, and any procedures to be charged out and/or placed into treatment plans (change treatment plan entered if treatment changes during visit).
* Before the end of each visit alert front so they may check parent out and you can give post op instructions in a consult room. Make sure patient’s chart is complete indicating procedure done today and what procedure is to be completed at the next visit.
* Perform clinical procedures as licensure allows.
* Oversee cleanliness of operatory, lab and office.
* Give patient/parent instruction and demonstrate where necessary.
* Monitor patient flow.
* Help in other areas of the office when necessary (phones, unpacking of supplies, stocking, x-rays, cleaning, etc)
* Verify update of health history and patient information is completed.
* Help in maintenance/cleaning of all units, compressors, hand pieces and sterile lab, suction traps and plaster bucket.
* Sterilize instruments; pull impression trays and after clean return them to lab.
* Keep drawers and cabinets in the lab in order and clean.
* Cooperate in maintaining inventory control and stocking, noting on board when items need ordered.
* Answer phone if everyone is busy; script: ??? Pediatric Dentistry, this is \_\_\_\_\_, how may I help you? After finding out what they need ask them to hold and let the person that handles that know they have a call holding and give them the chart if it is a patient/parent of record.
* Encourage practice growth through positive communications with patients, doctors, and community.
* Be an active participant at staff meetings
* Perform additional responsibilities as assigned.
* Personal business, calls and cell phone use is not acceptable on company time. Emergencies are the exception.
* Arrive to work on time. (Start time will be flexible due to school schedule)

Skill/Abilities:

*Interpersonal:* Good interpersonal skills to maintain effective rapport with patients, dentist, other staff members, and community.

*Writing Skills:* Legible handwriting for notations in-patient chart.

*Verbal Skills:* Effective verbal skills to communicate with patients and staff.

Acknowledgement by Employee:

The contents of this job description have been discussed with me ands I have received a copy thereof. I understand that this document is general in nature and that duties and responsibilities required may be amended from time to time.

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Signature Date