DENTAL ASSISTANT CHECKLISTS:

 **Beginning of Day**

1. Set thermostats
2. Turn on all lights, including carpule warmers
3. Lower chairs
4. Empty autoclave
5. Empty cold steriles and restock needed supplies in operatories
6. Put away clean instruments
7. Set up operatories for first patients
8. Participate in the morning huddle and inform staff what procedures will be rendered for each patient
9. Give lab cases not completed the day before to the receptionist, to call for pickup

**Daily Duties**

1. Greet patients and seat them in the operatory.
2. Review Dental and Medical history and chart.
3. Take any necessary x-rays before the doctor arrives to treat patient.
4. Assist the doctor at chair side.
5. Fill out progress note information in the chart; complete and secure the doctor’s signature.
6. Fill out routing slip, accurately indicating all procedures performed, prescriptions needed, next visit information.
7. Dismiss the patient from chair and escort him/her to Patient Coordinator (if treatment needed) or front desk for checkout.
8. Clean the operatory after each patient.
9. Prepare the room for the next patient.
10. Sterilize instruments.
11. Pack any inserted/completed lab case in a zip lock bag and label it (patient’s name, insertion date).  Place in lab.
12. Pour up alginate impressions (if necessary).
13. Trim and label all poured models.
14. Keep inventory control throughout the day.  Constantly check the supply of materials and write down any needed supplies, including any necessary information and always check to be sure the needed supplies have not already been ordered.

**End of Day**

1. Ensure all operatories are clean, set up for the next day’s first patients and chairs are raised to their highest point.
2. Turn off all lights in operatories, carpule warmers, curing lights, x-ray units and Panorex machine.
3. Turn off water, compressor, vacuum switches.
4. Fill water bottles in operatories
5. Purge lines for high-speeds and A/W syringes.
6. Ensure all instruments are bagged and ready to go for sterilization cycle.
7. Clean lab, including countertop and sink, and turn off all equipment.
8. Ensure all models are poured, trimmed and labeled.
9. Prepare all lab cases; label and box with Rx enclosed and get ready to go out the next morning.
10. Adjust thermostats
11. Turn off the autoclave.
12. Pull all lab cases for insertion for the next day’s schedule.  Ensure all lab cases are in for the next day. Notify the scheduling coordinator immediately of any missing cases.
13. Check in and put away any supply orders received.
14. Turn off Nitrous and Oxygen
15. Drain Ultrasonic