



Dentalworkers JOB DESCRIPTIONS



Great Team Members make your Office function!



Dental Assistant
Registered Dental Assistant with Expanded Function: RDAEF
Sterilization Assistant
Dental Hygienist
General Dentist
Specialists: Oral Pathologist, Periodontist, Oral Surgeon, Prosthodontist, Pedodontist, Endodontist, Orthodontist
Lab Technician/Ceramist
Front Desk
Office Manager
Regional Office Manager
Bookkeeper
Accountant
Treatment Coordinator
Patient/Clinical Coordinator

Dental Assistant

A Dental Assistant is a vital member of the dental health team. As a dental assistant, you will enjoy a broad range of exciting and challenging duties.

The main duties include:



- **Chairside Assistant:** Assists the dentist in providing dental treatment.
 - Prepares and maintains dental instruments, supplies and equipment.
 - Collects and records patient health histories
 - Patient management during dental procedures
 - Instrument transfer
 - Dental procedure isolation techniques
 - Prepares dental materials cements, amalgam, composite, impression materials, etc...
 - Dental charting
 - Supervises prevention and management of dental medical emergencies
 - Inventory control and management
- **Patient and Community Educator**
 - Delivers patient personal oral care instructions
 - Delivers community dental health presentations
 - Plans, assembles and mans health fair booths

Registered Dental Assistants with Expanded Functions: RDAEF

Dental assistants may be trained to perform a special group of duties called expanded functions. Expanded functions are dental procedures that may be performed independently by a Registered Dental Assistant.



- **Chairside Assistant**
 - Takes dental x-rays
 - Polishes the teeth to remove stains and soft deposits
 - Applies topical fluoride treatments
 - Takes impressions and bite registrations
 - Applies pit and fissure sealants
 - Places and removes periodontal dressings
 - Removes surgical sutures
 - Pre-selection of orthodontic bands
 - Places and removes orthodontic ligature ties, placing orthodontic separators
 - Adaptation of temporary crowns
 - Places topical medications
 - Removes excess cement from fabricated restorations and orthodontic bands
- **Dental Laboratory Procedures**
 - Pours impressions to make stone and plaster models
 - Trims models
 - Fabricates mouth guards, temporary crowns, custom impression trays.
 - Prepares casting models and dies
 - Fabricates orthodontic retainers and other appliances

Expanded functions are regulated by each state. Please contact your state for specific Expanded Functions



Sterilization Assistant

- Manages the dental office infection control plan to meet OSHA, CDC and standards.
- Handles instrument cleaning, sterilization/disinfection, and re-circulation
- Performs dental treatment room disinfection

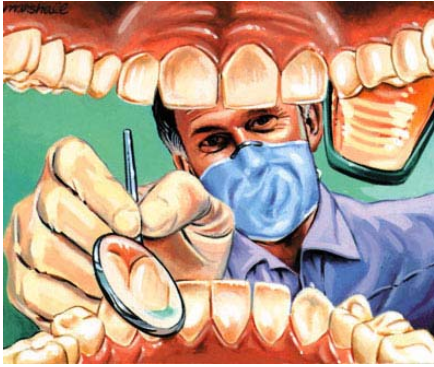


Dental Hygienist



- Assesses dental condition and needs of patient using patient screening procedures, including medical history review, dental charting, and perio charting
- Delivers direct patient care using established dental hygienist procedures
 - Takes patient vital signs
 - Performs routine treatment procedures, such as cleaning and polishing
 - Takes, develops and mounts radiographs
 - Traces radiographs required for corrective treatment
 - Applies sealants and fluorides
 - Makes impressions of patients' teeth for study casts
- Record Keeping
 - Documents patient dental history or chief complaint
 - Records and reports pertinent observations and patient reactions to dental staff
 - Documents lab procedures and ensuring follow up on results
- Teaches clients how to prevent tooth decay and gum disease through proper diet and oral homecare
- Cleans and sterilizes instruments

General Dentist: DMD or DDS



- Patient Care
 - Examines patients' teeth and mouth.
 - Analyzes x-rays and evaluates dental needs.
 - Plans treatment and health promotion programs.
 - Administers anesthetics to patients.
 - Treats teeth and tissue problems using equipment and tools, such as drills or mouth mirrors.
 - cleans teeth using a variety of brushes, probes, and polishers to remove plaque and stains
 - cleans out and fills in cavities, rebuilds broken teeth, replaces missing teeth, and pulls out unnecessary or severely damaged teeth
 - Extracts teeth, makes models for replacement teeth, and takes accurate measurements for new teeth.
 - Performs surgery on gums or on supporting bones.
 - Provides instruction on dental care.
 - Writes prescriptions for patients.
- Keeps records of the work done on patients.
- Business Tasks
 - Manages and hires staff.
 - Supervises workers and office processes including bookkeeping and buying equipment and supplies.

Dentists who are Specialists

Oral Pathologist

Studies nature, cause, and development of diseases associated with mouth



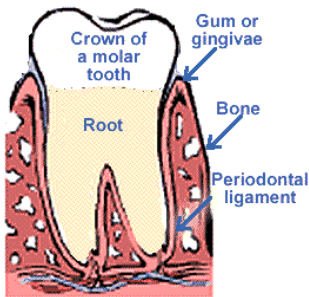
- Examines patient's mouth, jaw, face, and associated areas and obtains specimen, using medical instruments.
- Examines specimen from patient's mouth or associated area to determine pathological conditions, such as tumors and lesions, using microscope and other laboratory equipment and applying knowledge of medical pathology and dentistry.
- Discusses diagnosis with patient and referring practitioner.



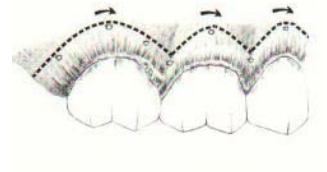
Periodontist

Diagnoses and treats inflammatory and destructive diseases of investing and supporting tissue of teeth

What holds a tooth in our mouth?
Answer: The periodontium



- Cleans and polishes teeth, eliminates irritating margins of fillings, and corrects occlusions.
- Performs surgical procedures to remove diseased tissue, using dental instruments
- Establishes recall treatment program to monitor oral health practices.



Oral Surgeon: Oral Maxillofacial Surgeon

Performs surgery on mouth, jaws, and related head and neck structure



- Executes difficult and multiple extraction of teeth.
- Removes tumors and other abnormal growths.
- Performs preprosthetic surgery to prepare mouth for insertion of dental prosthesis.
- Corrects abnormal jaw relations by mandibular or maxillary revision.
- Treats fractures of jaws.
- Administers general and local anesthetics.
- May treat patients in hospital.



Prosthodontist

Perform some or all of the following duties:



- measure patients' jaws to determine size and shape of dentures required
- make impressions of patients' teeth, gums and jaws
- construct dentures or direct other workers to construct dentures
- fit and modify new dentures
- repair dentures
- reline and rebase dentures
- fabricate mouth protectors, anti-snoring prostheses and removable prostheses on implants
- may prepare partial dentures.



Pedodontist

Provides dental care for infants, children, and adolescents.



- Fabricates space maintainers designed for patients.
- Treats primary and secondary teeth and constructs and places bridges, dentures, and obturating appliances suitable for growing arches.
- Manages patients with behavioral problems or handicapping conditions.
- Counsels and advises patients and family on growth and development dental problems of patient.
- Provides preventive services through use of fluorides and sealants.
- Instructs patient and family members on dental care.

Childrens Dentist
PEDIATRIC DENTISTRY 

Endodontist

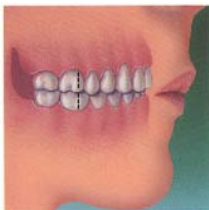
Examines, diagnoses, and treats diseases of nerve, pulp, and other dental tissues affecting vitality of teeth.



- Examines teeth, gums, and related tissues to determine condition, using dental instruments, x ray, and other diagnostic equipment.
- Diagnoses condition and plans treatment.
- Treats exposure of pulp by pulp capping or removal of pulp from pulp chamber and root canal, using dental instruments.
- Performs partial or total removal of pulp, using surgical instruments.
- Treats infected root canal and related tissues, and fills pulp chamber and canal with endodontic materials.
- Removes pathologic tissue at apex of tooth, surgically.
- Reinserts teeth that have been knocked out of mouth by accident.
- Bleaches discolored teeth to restore natural color.

Orthodontist

Examines, diagnoses, and treats abnormalities in development of jaws, position of teeth, and other dental and facial structures.



Deep or Closed Bite—
Upper front teeth significantly overlap lower teeth.

- Plans treatment, using cephalometric, height, and weight records, dental x-rays, and front and lateral dental photographs.
- Designs and fabricates appliances, such as space maintainers, retainers, and labial and lingual arch wires, to alter position and relationship of teeth and jaws, and to realign teeth to produce and maintain normal function.



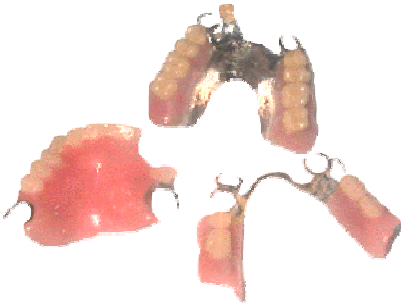
Ceramists/Lab Technicians/Technicians

Dental technicians or technologists design and repair devices for the treatment, replacement and protection of damaged, badly positioned or missing teeth.



- Creates bands and implants
- Consults with dentists or other specialists on problematic dental cases
- Designs, fabricates or repairs dental devices including full or partial dentures, crowns, bridges, inlays, onlays, and clasps
- May train and supervise other dental technicians or dental laboratory bench workers in fabricating dentures and other dental devices
- May perform supervisory and administrative functions for the dental laboratory.

Dental laboratory bench workers assist dental technologists and technicians in preparing and fabricating dentures and other dental devices.



- Prepares plaster models and moulds from dental impressions
- Prepares wax bite-blocks and impression trays
- Casts gold or metal alloys for bridges and denture bases
- Packs plastic material in moulds to form full or partial dentures
- Moulds wax over denture set-up to form full contours of artificial gums
- Makes orthodontic bands from gold, silver, stainless steel or other metals
- Finishes metal framework of dentures and polish and buffs dentures to obtain natural finish.

Also Known As:

Ceramic Dental Molder
Dental Laboratory Bench Worker
Dental Technician
Dental Technician Supervisor
Dental Technologist
Denture Finisher
Denture Wax Pattern Former
Orthodontic Band Maker
Registered Dental Technician
Registered Dental Technologist

Front Desk



- Schedules and Confirms Appointments
- Requires good telephone techniques
- Handles patient reception
- Manages Patient Records
- Manages Business Records
- Follows Accounting/Book keeping Procedures
- Processes Patient Insurance
- Prepares Written Business Communications
- Handles Marketing for the Dental Office

Office Manager

An office manager for a dental offices acts as the liaison between the dentist and the employees of the office.



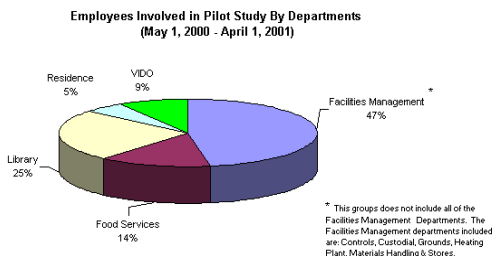
- Oversees the responsibilities and duties of all the office personnel so that the office runs smoothly and efficiently.
- Oversees hiring, job ad placements, screening resumes and interviewing candidates.

Regional/Multiple Office Manager



The regional manager oversees the operations of multiple offices within a geographic region. This position is usually required for corporate dental offices that own multiple offices. The regional manager acts as a liaison between the corporate headquarters and the office manager of the individual offices.

Bookkeeper



- Oversees account receivables and account payables
- Acts as the liaison between insurance companies and the dental office for submitting claims
- Submits balance sheets and profit/loss reports to the dentist
- May process payroll
- May also delegate put reports together for the accountant and pay taxes for the business

Accountant



- The accountant for a dental office has the responsibility to consult with the dentist about
- structuring the business to best handle taxation.
- Advises the dentist about tax deductions and control expenditures
- Retrieves numbers and reports from the dentist or bookkeeper, then files the necessary
- tax forms
- Possibly handles payroll
- Completes fiscal year end federal and state tax forms
- Possibly handles fiscal year end 1099's and/or W-2's for payroll

Treatment Coordinator

A treatment coordinator acts as the liaison between the dentist and the patient.



- Contacts the patient
- Schedules an appointment
- Explains the treatment plan that the dentist has decided upon
- Executes the plan of action by guiding the patient to the appropriate treatment room needed for the procedures within the plan

Patient or Clinical Coordinator



The patient or clinical coordinator acts as the liaison between the Treatment coordinator and the patient and/or the dentist and the patient. After the treatment plan is explained to the patient by either the dentist or the treatment coordinator, the patient coordinator then accesses the treatment rooms available that is appropriate for the procedure then appoints that patient accordingly.

Dentalworkers groups job titles when you purchase an ad