

JOB DESCRIPTION

JOB TITLE: Hygiene Assistant	JOB LEVEL:
LOCATION:	FLSA STATUS: Non-exempt
DEPARTMENT: Dental	REPORTS TO: Dental Services Manager

Brand Promise: *True Patient Centric Care*. This is the statement we make to our patients, coworkers, and the community that identifies what they should expect from us, our services and organization. The Brand Promise defines our entire organization and touches every aspect of HealthSource of Ohio.

Brand Character: *Friendly, Accessible, and Credible*. Every patient. Every encounter. Every employee. Every Conversation. Everyday! This is the personality of our Brand. It's our style, tone and language we use, and the purpose we serve. Our Brand Character drives our behavior and how the world sees HealthSource of Ohio and you.

The Brand Promise and the Brand Character empower you to provide quality care to every patient. We are passionate about making a real difference in the communities we serve.

JOB SUMMARY: Assists the hygienist in dental treatment, as well as functioning as a key member of the dental team

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Delivers the HSO brand promise of putting the patient/customer at the center of all we do
2. Competently operates standard dental equipment, which may include autoclave, air/water syringe, suction, X-ray units, dental units and other office specific equipment.
3. Competently operates dental office software.
4. Competently operates standard office equipment.
5. Able to use Electronic Dental Record
6. Correctly verifies all dental records for updates as needed. This may include consent forms, updated
7. Greets patients and answers questions concerning any problem that might arise
8. Correctly registers new and established patients in the computer. Obtains correct demographic and financial information.
9. Responsible for having appropriate paperwork filled out by patients which may include consents, databases and other paperwork as needed.
10. Orients new patients.
11. Collects payment from patients which may include co-payments, sliding fee charges, NSF check charges, and collection payments. Correctly writes receipts for payments.
12. Coordinates patient intake and preparation for exam functions in a constant, steady fashion. Maintains organization and sets priorities to facilitate patient flow. Prepares the dental operator for the specific procedure determined by the Hygienist.
13. Takes patient's vital signs and any radiographs as needed for the exam. These may include a panorex, a full mouth series, bitewings, periapical or occlusal radiographs.
14. Assist Dental Hygienist with visits which may include prophylaxis, X-rays, scaling and root planning.
15. Understands and accurately communicates instructions, information, and / or concepts according to the hygienist orders utilizing proper dental terminology and grammar. Example: telephone messages, pharmacy refills, patient education, referrals, scheduling appointments and documenting such according to established office policy.
16. Ability to answer telephones for multi-line system and direct calls accordingly.
17. Schedules appointments per hygienist protocol.
18. Exhibits brand characteristics of Friendly, Accessible, and Credible
19. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

1. N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty competently. The requirements listed below are representative of the knowledge, skill and/or ability required

CERTIFICATES, LICENSES, REGISTRATIONS:

- Ohio general operator's license in radiology required.
- Certification in dental assisting.

LANGUAGE SKILLS:

- Excellent communication skills: oral, written, and strong interpersonal skills

MATH SKILLS:

- Basic math

COMPUTER SKILLS:

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Education and Experience: Check the Minimum requirements for education and experience for this position.

Education: *Check appropriate box*

- Basic Skill Set
- High School or Equivalent (GED)
- High School & Specialized Training (*min. 6 mos. - 2yrs.*)
- Associate Degree in:
- Bachelors Degree in:
- Master's Degree in:
- PhD
- M.D./DO

Experience Required: *Check appropriate box*

- Entry Level
- 3 months – 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 5 years
- 5 to 7 years
- 8 to 10 years
- > 10 years

Type of Experience:

TRAVEL REQUIREMENTS: As needed

ENVIRONMENTAL CONDITIONS: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Observes safety and infection control procedures.
2. Maintains clean working environment in office area.
3. Understands the seven areas of safety which include life safety, emergency preparedness, utilities management plan, hazardous materials and waste management preparedness, equipment management plan, safety management plan and security plan.

Potential exposure to blood and body fluid:

- Category I** – *Performs tasks which involve exposure to blood, body fluid, or tissue.*
- Category II** – *Performs tasks which involve no exposure to blood, body fluid or tissue, but may perform unplanned Category I tasks.*

Category III – Performs tasks that involve no exposure to blood, body fluid or tissue.

PHYSICAL DEMANDS: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Activity: *(Check all that apply)*

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ACKNOWLEDGEMENTS:

We have discussed this form and agree that it is a fair and accurate description of the responsibilities and expectations of this position.

Employee Signature

Date

Supervisor Signature

Date