

Dental Assistant – Bilingual

Summary of duties: Support dental care delivery by assisting chair side and front office

1. Prepare treatment room for patients by setting out instruments and materials, sterilizing dental instruments
2. Prepare patients for dental treatment.
3. Assist Dentists with treatment of patients.
4. Provide information to patients and employees by answering questions and requests.
5. Protect patients and employees by adhering to infection-control policies and protocols, and instruct patients in proper dental hygiene.
6. Maintain professional and technical knowledge by attending management meetings, conferences, and/or workshops as required.
7. Keep records of dental treatments and maintain confidentiality including private health information.
8. Contribute to team effort by accomplishing requests as assigned.
9. Schedule patient appointments and work with patients on billing and payment as needed.
10. Greet patients and assists as needed with sign-in documents; periodically check waiting area to ensure that all patients have been registered, and they are being served in a timely manner.
11. Schedule new and established patients using EMR (eClinical); notify patient if past due balance exists; notify Dental Manager when payment plan is requested/needed; assist patient with paperwork including sliding-scale application if appropriate.
12. Keep patients/legal guardians informed of situations that affect patient's clinic visit such as extended waiting times and follow-up visits.
13. Enter all required registration and insurance information on established and new patients into the EMR; verify at each visit that patient information is correct and active. Complete all reports and data entry as directed.
14. Notify and confirm appointments with patients. Remind patients to bring all medications, blood pressure/blood sugar logs, discharge records and any other relevant information to each appointment.
15. Schedule follow-up visits and/or referrals.
16. Answer and direct phone calls; direct incoming faxes to the appropriate departments; direct walk-in visitor, vendor, or repair personnel to appropriate location while notifying the Dental Manager.

Qualifications and Education Requirements

Education and/or Experience - Completion of a formal and accredited Dental Assistant Training Program or relevant education with prior experience. Certified Dental Assistant preferred. High School graduate or technical school graduate.

Certificates, Licenses, Registrations - Maintain Dental Assistant License and other certificates required by the Oklahoma Board of Dentistry.

Job Type: Full-time

Pay: \$15.00 - \$17.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Bereavement leave
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Free flu shots
- Free parking
- Health insurance
- License reimbursement
- Life insurance
- Paid jury duty
- Paid orientation
- Paid time off
- Referral program
- Vision insurance

Schedule:

- 10 hour shift
- 8 hour shift
- Day shift
- Monday to Friday

Experience:

- Dental assisting: 1 year (Preferred)

Language:

- Spanish (Required)

License/Certification:

- Certified Dental Assistant (Preferred)

Work Location: Multiple locations