

Dental Assistant – Bilingual

Summary of duties:

Support dental care delivery by assisting chair side and front office

- Prepare treatment room for patients by setting out instruments and materials, sterilizing dental instruments
- Prepare patients for dental treatment.
- Assist Dentists with treatment of patients.
- Provide information to patients and employees by answering questions and requests.
- Protect patients and employees by adhering to infection-control policies and protocols and instruct patients in proper dental hygiene.
- Maintain professional and technical knowledge by attending management meetings, conferences, and/or workshops as required.
- Keep records of dental treatments and maintain confidentiality including private health information.
- Contribute to team effort by accomplishing requests as assigned.
- Schedule patient appointments and work with patients on billing and payment.

As Needed:

- 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
- Schedule new and established patients using EMR (eCW); 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.
- Keep patients/legal guardians informed of situations that affect patient's clinic visit such as extended waiting times and follow-up visits
- 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.
- 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.
- Schedule follow-up visits and/or referrals.
- 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 (expected hours 40/week)

Pay: \$16.00 - \$20.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Bereavement leave
- Continuing education credits
- Dental insurance
- Dependent health insurance coverage
- Disability insurance
- Employee assistance program
- Flexible spending account
- Free flu shots
- Free parking
- Health insurance
- License reimbursement
- Life insurance
- Mileage reimbursement
- Paid jury duty
- Paid sick time
- Paid time off
- Referral program
- Tuition reimbursement
- Vision insurance

Work Location: In person