

Dental Assistant Duties Checklist



Dental Assistant Duties Checklist:

Patient Care:

- Greet patients and make them comfortable in the treatment area.
- Assist patients with any questions or concerns before dental procedures.
- Provide empathy and reassurance to anxious patients.

Sterilization and Infection Control:

- Prepare and sterilize dental instruments and equipment for procedures.
- Maintain strict infection control protocols for patient safety.
- Dispose of hazardous waste and maintain a clean treatment environment.

Assisting the Dentist:

- Prepare dental materials and instruments needed for procedures.
- Hand instruments to the dentist during procedures and assist with chairside tasks.
- Keep the patient's mouth dry and clear during procedures.

Taking X-Rays:

- Position and prepare patients for dental X-rays.
- Process and develop X-ray films accurately.
- Ensure patient and operator safety during X-ray procedures.

Taking Impressions:

- Assist in taking dental impressions for various purposes.
- Pour and trim models from impressions accurately.

Record Keeping:

- Maintain accurate patient records, treatment notes, and X-ray images.
- Update patient charts and input data into the practice management system.
- Schedule follow-up appointments as instructed by the dentist.

Equipment Maintenance:

- Clean and maintain dental equipment and instruments.
- Arrange for equipment repairs and replacements as needed.
- Monitor inventory of dental supplies and request restocking.

Educating Patients:

- Provide patients with oral hygiene instructions and post-treatment care.
- Explain dental procedures and treatment plans to patients.

Administrative Tasks:

- Assist with front desk duties, including scheduling appointments and handling patient records.
- Answer phone calls, manage patient inquiries, and maintain a welcoming atmosphere.

Radiation Safety:

- Follow radiation safety protocols when using X-ray equipment.
- Ensure proper lead shielding and protection for patients and staff.

Supporting Dental Team:

- Collaborate with dentists, dental hygienists, and other team members.
- Assist with additional tasks as needed to ensure efficient practice operations.