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.

This Dental Assistant Duties Checklist was created by Connecteam - the easiest way to manage your employees in one place.