

## Dental Assistant

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Company: StreSERT Services Limited

Location: Lagos

Category: other-general

JOB TITLE:DENTAL ASSISTANT REPORTS TO:DENTISTDENTAL SUPERVISOR

LOCATION:LAGOS, NIGERIA Our client is a Group of companies with over 3 decades of business operations in areas such as power generation, real estate, construction and automobile. The Group has so far established itself as a renowned and trusted brand providing reliable, top-quality solutions for Nigerians PURPOSE Responsible for assisting the dentist in the clinical treatment of patients KEY RESPONSIBILITIES: Patient Management Greet patients when they sign in and monitor arrival time Set up treatment rooms for procedures Escort patients to the treatment room Seat patients in treatment rooms Show care and concern, and help patients feel comfortable Obtain and review health histories according to office protocol Ensure patients are always attended Anticipate and assist dentists needs Perform expanded functions and other tasks as assigned by the dentist Mix dental materials Ensure patients questions are answered thoroughly before they leave Chart patients and record date, service rendered and any charges Escort patients from the treatment room Ensure proper treatment notes are recorded in the patients chart Perform clinical procedures as the practice act allows and as directed by the dentist Give patient instruction and demonstrate when necessary Monitor patient flow Notify the Treatment Coordinator if a patient should be called in the evening after a difficult appointment. Treatment Room Management and Sterilization Keep dental units ready, stocked and clean Oversee cleanliness of the treatment room according to sterilization procedures Disinfect treatment rooms according to laid down regulations Sterilize all instruments and handpieces according to laid down regulations Keep trays, instruments and treatment room drawers organized Ensure that the office sterilization

procedures document is on display Promptly send out and monitor all dental laboratory cases Implement the preventative maintenance/cleaning schedule for dental equipment Maintain dental office emergency kits and nitrous and oxygen tanks Follow laboratory procedures according to office protocol Records Management Securely store and handle patient records in compliance with state and federal requirements Accurately file patient information Arrange patient charts and radiographs for next days appointments Track cases and referrals to and from other doctors Assist in the administration of the recall system Inventory Management Monitor inventory and order dental office supplies as needed Ensure that treatment rooms are stocked at all times Office Participation Help in other areas of the office when necessary (i.e., answering phones, unpacking supplies, completing insurance forms, moving former patient records, etc.) Be an active participant in team meetings Promote team concept by interacting with others in the office Educational/Professional Requirement High school diploma or equivalent Graduate of an accredited dental assisting program or dental assisting experience preferred Proven 3 years work experience as a Dental Assistant, Medical Assistant or relevant role. Proficient with performing regulated non-surgical operations, for instance, coronal polish, and cleaning. Great interpersonal skills. Exceptional oral and written communication skills. Strong organizational skills. Ability to manage and handle multiple tasks. Outstanding problem-solving skills. Exceptional attention to detail.

1-3 years

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