JOB DESCRIPTION

Title: Dental Hygienist

Job Summary: The Dental Hygienist of Omni Family Health is responsible for providing quality dental care and associated services to patients under the general supervision of a dentist and using established dental hygiene protocols as described by the Dental Board of California. Assist other staff in a variety of patient care, office and laboratory duties. Perform broad spectrum of duties pertaining to the clinic and community dental health education activities.

Job Duties:

(1) Provide direct patient care and dental services as trained, licensed, and assigned. Assess dental condition and needs of patient using approved patient screening procedures, including medical history review, dental charting, and periodontal charting.

(2) Evaluate overall oral health, examining oral cavity for signs of periodontal disease or possible cancers, including recessed and bleeding gums, and oral lesions.

(3) Expose and process radiographic films.

(4) Document dental history or chief complaint; record and report pertinent observations and patient reactions to dentists, as appropriate.

(5) Document lab procedures and ensure follow-up on results.

(6) Follow through with oral hygiene procedures in accordance with treatment plans prescribed by the attending dentist. Procedures may include: Prophylaxis, periodontal scaling, root planning, debridement, supra and subgingival scaling and curettage, application of fluoride treatments, and application of protective sealants.

(7) Assist with or initiate emergency measures for sudden adverse developments during treatment of patients.

(8) Conduct dental health education for community groups to augment services of dentists.

(9) Help patients feel comfortable before, during and after dental treatment.
(10) Educate patients in oral hygiene and dental care, including proper tooth brushing, flossing, nutrition and need for professional care.

(11) Demonstrate commitment to the mission of the organization in promoting oral health.

(12) Interact positively with a diverse, sometimes difficult, and demanding patient population. Provide service in a manner that is appropriate for the patient’s age; demonstrate knowledge and skills necessary to meet the patient’s physical, psychosocial, educational and safety needs.

(13) Read, write and maintain patient records and related administrative documentation.

(14) Utilize the requisite tools, systems, technology and equipment in the collection of patient data, records management and collections.

(15) Demonstrate knowledge and understanding of dentistry procedures, clinic infection control procedures, cleaning and sterilization of instruments, tray setup and materials.

(16) Demonstrate knowledge of established oral hygiene concepts and periodontal therapies.

(17) Must be familiar with federal and state funding agencies.

(18) Serve as a liaison with the health education department to promote oral health.

(19) Ability to relate to the public regardless of ethnic, religion and socioeconomic status.

**Additional Duties:**

(1) HIPAA compliance - Responsible for maintaining abreast of and in compliance with all H.I.P.A.A. regulations and requirements. Treats all member information confidential.

(2) Compliance - Ensure compliance with all local, state and federal regulations.

(3) QA/QI - Participate in QA/QI activities and contribute towards the overall performance improvement of the organization.

(4) IT - Required to learn and use the EHR/EOHR (Medical Practice Electronic System) and its components. As required by the job functions and highlighted in the Policies and Procedures. These components include NextGen, Healthport, PMS, QSI and other electronic features, as they are developed and implemented, as applicable to work environment.
Qualification, Education, and Experience:

(1)  Demonstrated success in organization, working independently, prioritization and problem solving.

(2)  Demonstrated success in computer skills, including ability to use computer for scheduling, dental records and digital x-rays.

(3)  Demonstrated success in customer service/patient services or working with the general public, preferably in a medical care facility.

(4)  Demonstrated success in managing difficult customer/patient situations.

(5)  Significant knowledge of dental practices and procedures, HIPAA and OSHA compliance with direct patient services and the proper knowledge and use of dental devices and equipment.

(6)  High School diploma or equivalent and successful completion of an accredited dental hygienist program.

(7)  Current Registered Dental Hygienist with state licensure.

(8)  Current CPR and radiation safety certification.

(9)  Certification to administer local anesthesia is preferred.

(10)  Bilingual preferred.

Responsible To:  Chief Dental Officer

Classification:  Full Time Position, Non-Exempt

Department Chief:  

Date:  

Chief Executive Officer:  

Date:  