

Senior Dental Assistant - Oral and Maxillofacial Surgery Tufts University

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Posted May 22, 2024, set to expire Dec. 31, 2024

Job Title	Senior Dental Assistant - Oral and Maxillofacial Surgery
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services
Job Website	https://jobs.tufts.edu/jobs/20518?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Under limited supervision, the Senior Dental Assistant will perform advanced and more specialized technical procedures assisting general dentists and specialty dentist's chair side. The Senior Dental Assistant may complete expanded duties and functions.

Duties:

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- Assists chair side with advanced specialized technical clinic procedures providing expert care to all dentalpractice patients.
- Take digital radiographs (panoramic, PAs, bitewings).
- Work in dental laboratory pouring models, polishing crowns and dentures, making impressions and makingtemporary crowns.
- Set up and break down of dental operatories using proper infection control procedures.
- Stock, organize & maintain cleanliness of the dental operatories assuring appropriate supply standardization.
- Responsible for sterilization and maintaining equipment and materials in accordance with OSHA, federal and state guidelines.
- Access and maintain patient electronic health records.
- Verify insurance eligibility and coordinate prior approval process.
- Enter treatment charges into the patient care system.
- May answer all patient, provider, and insurance phone calls.
- Receive and post point of service patient payments.
- Schedule and confirm all patient appointments.
- Other duties as assigned.

What You'll Do

Basic Requirements:

- Knowledge and skills as typically acquired through High School Diploma/GED.
- 3-5 years related experience.
- Massachusetts Dental Assistant License.
- Radiology Certification.
- Experience with patient care system.
- Excellent communication and customer service skills.
- Familiarity with clinical care, institution, or university experience.
- Demonstrate willingness to articulate creative and innovative ideas for improving daily clinical activities, and laboratory procedures.

Pay Range

Minimum \$21.80, Midpoint \$25.95, Maximum \$30.10

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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