

Senior Dental Assistant - Oral and Maxillofacial Surgery Tufts University

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Posted Dec. 4, 2024, set to expire Jun. 5, 2025

Job Title	Senior Dental Assistant - Oral and Maxillofacial Surgery
Department	Tufts University School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 4, 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/21194?lang=en-us&iis=Job+Board&iisn=AcademicKeys

Apply By Email

Job Description

Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics managed at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

The Oral and Maxillofacial Surgery department provides a broad academic and extensive clinical experience in diagnosing and managing oral and maxillofacial surgical problems for the pre and post-doctoral programs. The department provides

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total administrative and clinical support for all faculty, residents, and dental students at Tufts University School of Dental Medicine.

What You'll Do

Under limited supervision, the Senior Dental Assistant:

- Performs advanced and more specialized technical procedures assisting general dentists and specialty dentists chair side.
- Assists chair side with advanced specialized technical clinic procedures providing expert care to all dental practice patients.
- Takes digital radiographs (panoramic, PAs, bitewings).
- Works in dental laboratory pouring models, polishing crowns and dentures, making impressions and making temporary crowns.
- Sets up and breaks down dental operatories using proper infection control procedures.
- Stocks, organizes, and maintains cleanliness of the dental operatories, assuring appropriate supply standardization.
- Is responsible for sterilization and maintaining equipment and materials in accordance with OSHA, federal and state guidelines.
- Accesses and maintains patient electronic health records.
- Verifies insurance eligibility and coordinates prior approval process.
- Enters treatment charges into the patient care system.
- May answer all patient, provider, and insurance phone calls.
- Receives and posts point of service patient payments.
- Schedules and confirms all patient appointments.
- The Senior Dental Assistant may complete expanded duties and functions.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a High School Diploma/GED.
- 3-5 years of 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.

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Pay Range

Minimum \$22.10, Midpoint \$26.30, Maximum \$30.50

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

Contact Information

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

Contact

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