

Practice Manager - Dental Assistant Tufts University

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Posted Jan. 8, 2025, set to expire Dec. 31, 2025

Job Title	Practice Manager - Dental Assistant
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 8, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services
Job Website	https://jobs.tufts.edu/jobs/21268?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 county. 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.

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What You'll Do

Under limited supervision of the Administrative Director, the Practice Manager (PM) is responsible for direct supervision of Dental Assistants (DAs) for Tufts Dental Facilities' (TDF's) seven clinics.

- The Practice Manager oversees and monitors daily workloads of DAs. PM will also analyze, develop and implement sound, sustainable and innovative workflow processes to improve business management of assigned areas.
- The Practice Manager is responsible for monitoring policies, procedures, and guidelines in accordance Tufts University School of Dental Medicine (TUSDM) and Tufts University compliance related to procurement, travel, DPH clinic licensing standards and contractual agreements.
- Practice Manager is responsible for recruitment, onboarding and training of DA staff and development of the DA temporary workforce.
- The Practice Manager will provide clinical coverage on short notice to all TDF clinics when necessary.
- Implements required policies and procedures of TDF clinics and University.
- The Practice Manager is the first point of contact and key resource for staff questions and concerns.
- The Practice Manager will remain up to date on clinical processes, coding and MassHealth (MH) and Department of Developmental Services' (DDS) treatment exceptions and MH processes.
- Assures compliance as related to infection control as determined by OSHA, DDS, the Department of Public Health (DPH) and TDF's standard of care.
- Complies with HIPAA guidelines to ensure the confidentiality of protected health information.
- Provides direct support to the Administrative Director to meet deadlines related to production byrunning reports, analyzing, and compiling data from various software programs (dental and financial).
- Works collaboratively in conjunction with TDF management to share and develop new ideas, protocols, efficiencies, and treatment modalities.
- Works with confidential information while exercising discretion and maintaining strict confidentiality throughout.
- Manages special assignments with minimal direction while completing tasks in a timely and efficient manner.
- Visit all TDF clinics to observe and provide support to DAs on a routine basis.

What We're Looking For

Basic Requirements:

- Vocational/Technical Training
- 5+ years in a dental setting
- Massachusetts Dental Assistant License
- Radiology Certification
- DANB (Dental Assisting National Board) Dental Assistant Certification required
- Excellent communication and organizational skills
- Proficient in Microsoft Office applications and ability to learn and work in a variety of systems
- Warm and caring personality needed in dealing with patients

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- A team player and willing to participate in a fast-paced and changing environment
- Familiarity with clinical care, institution, or university experience
- Ability to resolve issues
- Should demonstrate willingness to articulate creative and innovative ideas for improving daily clinical activities, and laboratory procedures
- Ability to work autonomously

Preferred Qualifications:

- Experience supervising staff is preferred but is not necessary

Special Work Schedule Requirements:

- This job involves some responsibilities that are performed in an on-site working environment
- This position is hybrid

Pay Range

Minimum \$85,650.00, Midpoint \$107,150.00, Maximum \$128,600.00

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