

Position: Dental Assistant (DA)

POSITION SUMMARY

Under the administrative supervision of the Director of Dental and the clinical direction of an HMS dentist, the Dental Assistant supports the delivery of high-quality, patient-centered dental care. This position assists dentists and hygienists during clinical procedures, promotes patient comfort and education, maintains a safe and efficient treatment environment, supports infection prevention and sterilization activities, and performs assigned duties in accordance with HMS policies, regulatory requirements, and the authorized scope of practice for Dental Assistants in New Mexico.

POSITION ACCOUNTABILITIES

1. Seats patients in the treatment area, helping patients feel comfortable before, during and after dental treatment. Assist with patient management issues, especially disgruntled patients.
2. Travel to and provide coverage for dental assistant duties at any HMS site, as directed by supervisor, as needed to support patient care delivery.
3. Greets patients and introduces patients to the dental practice.
4. Takes vital signs blood pressure, pulse, weight, etc. as appropriate.
5. Performs office management tasks that require the use of a personal computer. Such tasks may include, but are not limited to, going over medical history and updating patient chart in current software system, inputting data so the dentist can verify medical history, medications, allergies, smoking cessations, and updating patient problem list.
6. Assists the dentist/hygienist during a variety of treatment procedures, including passing requested instrument(s) to the dentist/hygienist during dental procedures.
7. Obtain and maintains required New Mexico dental radiography certification and captures digital intraoral, panoramic, and other authorized diagnostic radiographs as prescribed by the dentist or dental hygienist, following all applicable radiation safety, infection control, and regulatory guidelines and in accordance with applicable radiation safety standards, infection control requirements, HMS policy, and New Mexico Dental Board regulations.
8. Ensure digital images are accurately entered, labeled, and maintained within the electronic dental record system.
9. Assists the dentist/hygienist at chairside with operative, oral surgery, and a wide range of other procedures.
10. Provide oral hygiene instructions, preventive dentistry and dietary counseling to patients as instructed by dentist/hygienist.
11. Provide patients with instructions for oral care following surgery or other dental procedures, such as the placement of restorations (filling), crowns, partials, or dentures and partials.
12. Obtains preliminary or diagnostic impressions, study models, and/or authorized digital scans only as permitted by New Mexico Dental Board regulations, NMAC

requirements, dentist direction, and the Dental Assistant's approved scope of practice. Final impressions for restorations or prosthetic appliances are not performed by the Dental Assistant.

13. Assists with implementation and documentation of infection prevention and control standards, including OSHA, CDC, manufacturer, and HMS requirements; prepares, sterilizes, and maintains instruments and equipment in accordance with established protocols.
14. Sets up and breaks down operatories and instruments before and after treatment.
15. Provides exceptional customer service by communicating professionally and compassionately with patients, addressing questions and concerns, assisting with appointment scheduling, and facilitating a positive patient experience in person and by telephone.
16. Assists with tracking outgoing and incoming dental laboratory cases and maintains accurate documentation to support timely treatment and effective communication among providers and staff.
17. Performs weekly and monthly maintenance and cleaning of equipment.
18. Records existing dental conditions, restorations, and clinical findings in the patient chart under the direct verbal direction of the dentist.
19. Documents planned dental treatment and recommendations in the patient chart under the direct verbal direction of the dentist; all diagnoses and treatment decisions are made by the dentist.
20. Records periodontal charting data, including probing measurements and related findings, as verbally provided by the dentist or dental hygienist and enters the information into the patient record.
21. Provide patients with post-operative contact information for stressful procedures.
22. Performs assigned duties in accordance with New Mexico Board of Dental Health Care regulations, the New Mexico Administrative Code (NMAC), applicable laws, and organizational policies, and practices within the scope of a Dental Assistant's education, training, certification, and authorized scope of practice.
23. The position of Dental Assistant requires compliance with Hidalgo Medical Services written standards, including its Compliance Program and Standards of Conduct and policies and procedures. Such compliance will be an element considered as part of the Dental Assistant's regular performance evaluation.
24. Failure to comply with Hidalgo Medical Services Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or Hidalgo Medical Services Written Standards, will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with Hidalgo Medical Services Compliance Program Policy and Procedure.
25. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

High School graduate, G.E.D.

Graduate of a Dental Assistant program or equivalent work experience preferred.

One year of Dental Assistant experience preferred.

Current BLS/CPR certification required or must be obtained within the timeframe established by HMS policy.

Current New Mexico dental radiography certification required, or ability to obtain as required by HMS and applicable New Mexico Dental Board regulations within six months of job acceptance.

Ability to communicate effectively in English, both verbally and in writing, required.

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or
Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061 or 530 De Moss Street,
Lordsburg, NM 88045 For more information call 575-247-6036