

## Dr Assistant Duties (to be done by all doctor assistants)

**Daily Duties**    Week of: \_\_\_\_\_

<u>Sat</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	
						Set up Doctor rooms and doctor trays per guidelines outlined in the Training Manual
						Make any needed whitening trays and/or retainers for patients
						Turn on compressors, nitrous and oxygen tanks upon arrival.
						Empty Doctor room trashes at the end of the day
						Fill Doctor Water Bottles
						Sweep and/or vacuum and mop entire office including the restrooms at end of day before leaving. Cannot be done more than one hour before close.
						Turn off compressors, nitrous and oxygen tanks before leaving.
						Verify lab cases have been received for the next two days. Call lab and reschedule patients as needed.
						Review Doctor Appts scheduled for the next day. Add any necessary services to appt - x-rays, products, exam, etc
						Prepare for next day Morning Huddle by reviewing which doctor patients need a hygiene appointment and what treatment is still needed.
						Check in lab cases as needed.
						Call doctor patients from previous day that received an injection to see how they are doing.
						Clean and stock patient restroom after morning patients are seated and before afternoon patients arrive. Patient restroom should look like a clean spa bathroom all the time. (If no Hygiene Assistant working that day)
						Clean and stock patient and employee restrooms at the end of the day. (If no Hygiene Assistant working that day)
						Turn off all clinical computers, monitors, x-ray machines, and TVs before leaving.
						Turn off compressors
						Fill Ultrasonic before patients arrive.
						Empty Ultrasonic before leaving.
						Clean and organize sterilization and lab areas.
						Ultrasonic & Autoclave should be running if instruments need to be cleaned and/or sterilized before lunch.
						Autoclave should be running or empty before leaving for the day.
						Wipe down counters, baseboards, mirrors, and pictures throughout the office at the end of the day. Cannot be done more than one hour before close.

<b>Weekly Duties</b>	
	Clean all windows
	Place supply orders and follow up on orders not received. (Lead assistant only if office has multiple Dr Assistants)
	Check nitrous and oxygen tank levels to make sure the office does not run out.
	Verify clinical notes have been done on all doctor patients seen this week.
	Change/clean traps in all operatories.
	Send in spore strip test
	Stock doctor operatories
	Clean Autoclave
	Make Unscheduled Treatment calls during down time to fill Doctor Schedule
	Stock Doctor Rooms
<b>Ongoing</b>	
	Greet all patients by first name and introduce yourself to new patients by sharing your name and title. ("Hello Mrs
	Review Medical History and Tooth Concerns with patient, take Blood Pressure and then notate in Clinical Notes. Take x-rays if needed. Open recent, diagnostic quality x-ray(s) and photos of area on the screen for Doctor to review. X-rays and photos must be clear, with open contacts showing complete tooth, and be no older than 12 months.
	Enter clinical notes for doctor patients while doctor is in the room with patient.
	Make sure all of your patients leave the office with a hygiene appointment and a doctor appointment if more
	Check with Team before leaving for the day to see if they need any help completing their tasks.