

## Hyg Assistant Duties

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

<u>Sat</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	
						Set up hygiene rooms and hygiene trays per guidelines outlined in the Training Manual
						Make any needed whitening trays for patients
						Empty Hygiene and Front Office trashes at the end of the day
						Fill Hygiene Water Bottles
						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
						Clean and stock patient and employee restroom at the end of the day
						Review Hygiene Appts scheduled for the next day. Add any necessary services to appt - perio charting, x-rays, fluoride, exam, etc
						Prepare for next day Morning Huddle by reviewing which hygiene patients need treatment and which ones have family members that need hygiene appointments
						Clean and stock lobby at the end of the day

### **Weekly Duties**

	Clean Breakroom
	Make Continuing Care calls during down time to fill Hygiene Schedule
	Stock Hygiene Rooms

### **Ongoing**

	Greet all patients by first name and introduce yourself to new patients by sharing your name and title. (hygiene assistant)
	Review Medical History and Tooth Concerns with patient, take Blood Pressure and then notate in Clinical Notes. Take x-rays and open Perio Chart; keep both on the screen for Hygienist and Doctor to review.
	Enter clinical notes for hygiene patients while hygienist or doctor are in the room with patient.
	Make sure all of your hygiene patients leave the office with a return appointment or a Day Note for when to call them to schedule. Give them an appointment card with the appointment written on it or for them to fill out if they are unable to schedule at that time.
	Check with Team before leaving for the day to see if they need any help completing their tasks.