



TITLE: GENERAL DENTIST

REPORTS TO: CHIEF DENTAL OFFICER

SUPERVISES: N/A

REVISION DATE: 01/24/2018

FLSA: EXEMPT

GENERAL DESCRIPTION:

A part to full time, exempt position responsible for providing dental care to patients of MyCare Health Center. This position will provide dental care for 95% of the time, and administrative responsibilities 5% of the time.

SPECIFIC DUTIES AND JOB FUCTIONS:

1. Provides hands-on dental care in a variety of settings while achieving the highest levels of appropriateness, quality, efficiency, accessibility and responsiveness.
2. Maintains full appointment schedule for office practice and other settings.
3. Meets patient needs as they arise
4. Utilizes state-of-the-art diagnostic and treatment techniques and delegates and refers care as appropriate.
5. Maintains necessary credentialing, licensure and continuing education requirements.
6. Provides a full range of general dental services within the dentist's defined scope of training.
7. Assists in the oral health management of all clinic patients.
8. Performs dental examinations, procedures, and prescribes medications to patients as assigned or as needed.
9. Advises patient on dental care education issues when needed.
10. Protects patients' oral health by diagnosing and treating disease, injuries, abnormalities of teeth and gums, and undertaking preventive procedures.
11. Advise patients on good health practices.
12. Ensures patients receive educational materials that pertain to their dental health needs.
13. Refers patients to specialists when required and in accordance with their insurance restrictions.
14. Performs procedures on patients in need. Develops and implements goals and objectives to ensure high quality, cost effective clinical care.
15. Ensure all patient charts are completed within 24 hours of the patient visit, and the charting is comprehensive and legible.
16. Plans and implements policies, procedures and systems to achieve stated goals and to ensure compliance with regulatory and third party mandates.
17. Regularly advises the management team on issues regarding operations and patient care to include staffing, data collection and clinic flow, appointment systems, client recall process, ancillary services and customer satisfaction.
18. Implements procedures and clinical programming that would improve the continuum of patient care in an ambulatory setting.
19. Participates in the Performance Management (PM) process.
20. Integration of appropriate patient dental hygiene care with other health care professionals involved in the patient's health care management.
21. Assists in the maintenance of all treatment areas in compliance with directives and policies and procedures relative to infection control, exposure control and safety issues.

22. Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care of the practice.
23. Assists with various clinical and administrative functions of the center as appropriate and time permits.
24. Insures the proper disposal of all contaminated or potentially contaminated materials in accordance with directives and center policy as well as state federal regulations(s).
25. Complies in full with the practice's Exposure/Infection Control Plan.
26. As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.
27. Responsible for personal compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dental hygiene and the clinical provision of dental hygiene services as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.
28. Responsible for compliance with all MyCare policies and procedures.
29. Promote efficient, organized and pleasant office operations in the health center and in the community, consistent with the mission of MyCare to offer care in an atmosphere of dignity and respect.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to maintain confidentiality in all matters.
2. Meets all attendance and punctuality requirements to ensure proper coverage and quality service.
3. Professional and appropriate dress as required by the position.
4. Demonstrates an ability to resolve interpersonal and professional conflicts appropriately.
5. Ability to formulate decisions and make judgments that are demanding and interpretative.
6. Effectively and efficiently complete all paperwork requirements for billing and dental records compliance.
7. Strong oral and written communication and presentation skills.
8. Ability to establish and maintain effective professional relationships with fellow healthcare providers.
9. Excellent interpersonal and customer service skills, to effectively and tactfully deal with a diverse group of patients, staff, customers, and community groups.
10. Ability to communicate effectively with diverse populations.
11. General computer proficiency.

PERSONAL ATTRIBUTES:

1. Must be honest and trustworthy, respectful of others;
2. Must be flexible and possess cultural awareness and sensitivity;
3. Must possess excellent written and oral skills.
4. Must demonstrate a commitment to the mission of MyCare Health Center.

QUALIFICATIONS

1. Doctor of Dental Medicine or Dental Surgery from an accredited institution.
2. License to practice dentistry in the State of Michigan.
3. Valid DEA license to prescribe narcotics
4. Current CPR/AED certification
5. Dental family practice or community health center experience.
6. Experience working with indigent populations and community based programs, preferred.