



## Job Description Hygienist

### MORNING HUDDLE -

A. Review over patient's charts for the day

B. Report on:

1. Bitewings that are due
2. Exams that are due
3. Radiographs that are due
4. Past due family members
5. Incomplete treatment
6. Past due accounts, money owed
7. Health history and hipaa forms needed
8. Possible treatment plans needing diagnosed by doctor
9. Potential cosmetic patients
10. Where extra help may be needed in hygiene x-rays, instruments, or assistance needed with patient.
11. Extending appointments to fill any cancels or no shows in doctor or hygiene schedule.
12. Special patient needs.
13. Who to ask for a referral from

C. Review over next two days schedules and make recommendations to Patient Coordinator

D. Make sure patient and family members have recall date

### MONTHLY PLANNING MEETING

- A. Report on hygiene production to the total practice production -  
Hygiene production ÷ practice production
- B. Report on % of treatment done in perio services
- C. Report on bitewing x-rays to prophylaxis performed
- D. Scheduling concerns
- E. Protocols, resolutions, or any information from department lunch meeting
- F. Vacations coming up
- G. Seminars

### RE CARE SYSTEM

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- A. Have the patient put their next recare appointment into their phone
- B. Write clinical recommendations as to why you have chosen the recare interval
- C. Explain the recare recommendations for each patient

## PATIENT CARE

- Update Medical History and take Blood pressure
  - Discuss and look at any dental problem or complaint a patient may have
  - Take x-rays as needed
  - Check for suspicious areas visually and with oral camera
  - Probe on a yearly basis and at every COE (every 3-5 years)
- E. Inform patient of findings and prepare them for what doctor may recommend or diagnose.
  - F. Perform regular prophylaxis, prophylaxis with anesthetic, or root planing
  - H. Provide Fluoride treatment when necessary and have the dentist prescribe a Fluoride toothpaste if required.
  - I. Child prophylaxis with fluoride, x-rays and exam and look for indications for ortho
  - J. Give oral hygiene instructions as needed
  - K. Have doctor do exam. Know the difference between periodic exams, limited exam and comprehensive exam and know when to charge for each different exam.
  - L. Write recommended treatment into dental software system
  - M. Let front desk know what the treatment for the day was and any further treatment required.
  - N. Record treatment done that day with specific notes on oral hygiene, recommendations and findings by you and the dentist and initial
  - O. Record recommended treatment for next hygiene or doctor appointment and write any note doctor may need.
  - P. Offer the patient a toothbrush and any recommended interproximal cleaning tools. If a new patient has completed their hygiene, they receive a free water bottle.
  - Q. Keep patient in the chair until ready to walk them up to the front desk with the chart.
  - R. Let the front desk know there is a treatment plan in the computer to be printed or what the patient will be appointing for next.
  - S. Write down when a patient is going to do treatment pending or why they are not going to do treatment pending at that time and when to contact them.
  - T. Encourage patients to move forward with recommended treatment and let them know the pros and cons of the treatment and what could happen if they do not move forward with treatment.
  - U. Disinfect the operatory and place instruments in the soak in sterilization area.
  - V. Set up for next patient
  - W. Bag instruments after scrubbing and drying and place in sterilizer.
  - X. Make sure all trays have been disinfected and dried and covered.

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- Y. Place and replace sealants as needed and recommended by dentist.
- Z. Be kind to patients and have empathy. Just remember that everyone has a different background and story and we are here to motivate and help educate them to have an overall healthy lifestyle.

## END OF DAY

- A. Clean room after final patient
- B. Clear and run disinfectant through lines
- C. Flush suction lines with disinfectant
- D. Clean and sterilize hand piece
- E. Empty ultrasonic solution wipe counter
- F. Put dirty gowns in hamper
- G. Set up operatory for the next day – make sure there is enough water for the chair and cavitron, everything in the room is stocked.

## MISCELLANEOUS DUTIES

- A. Try to repair equipment before asking the Doctor to help or calling repairman.
- B. Clean traps in room weekly (every Friday)
- C. Sharpen instruments and oil lines; sterilize handpieces
- D. Make sure all notes are complete by the next day.
- E. Write letters to insurance companies in order to help patient get coverage
- F. Create information given to patients at department meetings
  - 1. post-op instructions
  - 2. Happy visit information for parents
  - 3. First visit does and don'ts given to parents
  - 4. Any new information given from hygiene
  - 5. Help design office protocol and hygiene protocol for office with doctor, staff, or fellow hygienists.
- G. Maintain and total daily hygiene monitors and compare to day sheets.
- H. Call patients to see how they did after treatment.
- I. Write notes, thank you cards, and send cards to patients when they have done something to help schedule, given you or the office something, or if they have been sick, having surgery or lost a family or friend and shared it with you.
- J. Practice within OSHA guidelines and stay up on the standards.
- K. Stay up on California laws and changes
- L. Look for ways to continually improve hygiene program and make it more productive while providing quality care.
- M. Work with doctor on determining what patients need rootplaning again and

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- placement of antimicrobial agents
- N. Find ways to fill Doctors schedule.
- O. Find ways to fill hygiene schedule.

## TEAMWORK DUTIES

- A. Answer phones
- B. Make appointments
- C. File charts, pull charts, confirm appointments.
- D. Check patients in
- E. Check patients out.
- F. Call other Doctors offices to check on x-rays or information needed by either office by the other.
- G. Call medical offices to check on need for pre-med and get letters faxed over.
- H. Help with sterilization of instruments.
- I. Make sure all x-rays are up to date and in the correct charts
- J. Empty trash
- K. Seat patient for doctor and start emergency evaluation
- L. Give injection for doctor, if certified.
- M. Probe for doctor and explain periodontal disease during exam appt.
- N. Clean and set up trays for assistants.
- O. Remove sutures
- P. Polish fillings and remove overhangs
- Q. Communicate information to other people in the office when there is a change in plans.
- R. Assist doctor
- S. Write information on meeting list that needs to be discussed with the team
- T. Run monthly meeting when rotation comes to their name
- U. Call patient if they are late or no show.
- V. Go over treatment plans and educates the patient.
- W. Put sterile instruments away.
- X. Set patient complete and attach a continuing care reminder
- Y. Be kind and respectful to all patients
- Z. Be kind and respectful to all team members and communicate discontent with a team member or manager when a disagreement or frustration arises. Do not discuss discontent with other members of the team who are not involved.

## MISCELLANEOUS

*For Hygiene downtime, the hygienist needs to go to the Patient Coordinator and dental assistant(s) and ask if there is anything that needs to be done that has not already been mentioned.*

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