

# Work Processes Schedule

## DENTAL ASSISTANT (MEDICAL SERVICE)

RAPIDS: 0101N

O\*NET/SOC: 31-9091.00

REVISION DATE: 03/2015

Assists dentist during examination and treatment of patients. Prepares patient, sterilizes and disinfects instruments, sets up instrument trays, and prepares materials. Records medical and dental histories and vital signs. Performs teeth cleaning and application of protective coating of fluoride. Exposes dental diagnostic x rays. Makes preliminary impressions for study casts and occlusal registrations. Pours, trims, and polishes study casts, fabricates custom impression trays from preliminary impressions, cleans and polishes removable appliances, and fabricates temporary restorations. Assists dentist in management of medical and dental emergencies. Instructs patients in oral hygiene and plaque control. Provides post-operative instructions prescribed by dentist. Records treatment in patient records. Schedules appointments, prepares billing documentation, completes insurance forms, and maintains clerical records.

### Applicable Ratings/MOS

USMC MOS None

USCG HS

USN HA, HM, HN, HR

### Related Instruction

Any trade related schools/courses totaling 144 hours.

### Additional Requirement

HM - Must have NEC 8701 or 8702

Total Hours: **2000**

Skill	Description	Hours
A	<p><b>ADMINISTRATION</b></p> <p>Record treatment information in patient records. Schedule appointments, prepare bills, personnel records and receive payment for dental services, complete insurance forms, and maintain clerical records, manually or using a computer. Prepare dental reports. Maintain dental publications. Use dental publications. Operate office equipment. Dispose of obsolete files and records. Prepare dental treatment records. File and maintain records of patient care. Record data for preparation of dental officer reports. Maintain centralized dental appointment, call and recall list system.</p>	300
B	<p><b>IMPRESSIONS</b></p> <p>Make preliminary impressions for study and occlusal registrations for mounting study casts. Pour, trim, and polishes study casts, fabricates custom impression trays from preliminary impressions, clean and polish removable appliances, and fabricate temporary restorations.</p>	200
C	<p><b>PATIENT SUPPORT</b></p> <p>Use sound principles of patient relations at patient contact points. Instruct patients in oral hygiene and plaque control programs. Provide postoperative instructions prescribed by dentist. Assist dentist during examination and treatment of patients. Take and record medical and dental histories and vital signs of patient.</p>	50
	<b>LOGISTICS</b>	

<b>D</b>	Order supplies and instruments as required.	50
<b>E</b>	<p><b>MECHANICAL MAINTENANCE</b></p> <p>Perform basic preventive maintenance on dental equipment and support systems. Conform to prescribed safety factors. Conform to prescribed standards for hazardous materials.</p>	100
<b>F</b>	<p><b>CLEANING TEETH</b></p> <p>Clean teeth using dental instruments. Apply protective coating of fluoride to teeth.</p>	200
<b>G</b>	<p><b>DENTURE PACKING</b></p> <p>Mix specified amounts of plastic powder and chemical solution, using spatula. Pack plastic material in molds to form base for full or partial dentures. Pack mixture around base of exposed artificial teeth and into cavities of mold sections. Position sheet of plastic or wax paper or foil over bottom of mold to permit separation of mold from denture. Fit top section of mold over bottom and places assembly in press. Start press that forces sections together and compress mixture around teeth to form reproduction of gums. Remove model from press and trims excess plastic form mold, using knife. Submerges mold in hot water for specified time to cure plastic.</p>	200
<b>H</b>	<p><b>DENTAL HEALTH CARE</b></p> <p>Perform sterile techniques. Perform central sterilization procedures. Provide dental assistance in all dental specialties. Prepare dental materials used in all dental specialties. Observe, report, and render emergency treatment for periodontal disease, post exodontia conditions, dental caries, and pulp disease. Instruct patients in oral health care. Render emergency medical treatment (CPR). Expose, process, and mount dental radiographs. Expose and process extra-oral radiographs. Check, classify, and store medicinals, chemicals, and poisons used in a dental practice. Construct diagnostic casts. Fabricate individualized impression trays. Construct mouth guards and temporary splints. Prepares patient, sterilizes and disinfects instruments, sets up instrument trays, prepares materials, and assists dentist during dental procedures.</p>	800
<b>I</b>	<p><b>SAFETY PRECAUTIONS AND PROCEDURES</b></p> <p>Perform unique safety requirements applicable to this trade. Conform to prescribed safety factors to include the proper use of and methods of handling chemicals, hand or power tools, ladders, air or hydraulic lines, or other materials to perform the task. Utilize, store, and dispose of hazardous or flammable materials in accordance with company standards and established safety procedures. Perform routine safety inspections in spaces or work areas looking for proper safety control devices such as; warning signs, high voltage locations or other electrical hazards, radiation hazards, wet floors, ear and eye protection, hot machines or rotation equipment; fall or trip hazards, flags, ropes, first aid kits, or other items. Maintain safety inspection records. Report and/or correct all safety discrepancies identified.</p>	100

