

## Dental Assisting Skills

Use the following lists to show your technical skills on your resume and cover letter. You may have additional skills not shown on this list. List your skills in a separate Skills/Qualifications section on your resume. Highlight the most relevant skills in the middle paragraph of your cover letter. Choose and order skill statements as relevant (not in alphabetical format as below)

### Sample Skills/Skill Headings

- Dental Assisting
- Chairside Assisting/Procedures
- Operatory Preparation
- Dental Radiology
- Laboratory Skills
- Office Management
- Financial Management
- Communication
- Education/Training
- Preventative Care
- Infection Control
- Office Safety Coordination
- Emergency Care
- Tooth Restorations
- Computer Skills
- Clinical Skills
- Office Skills
- Patient Information & Assessment
- Dental Materials
- Patient Education
- Charting/Recordkeeping
- Records Management
- Expanded Functions Skills
- Specialty Procedures/Practices: Periodontics, Pedodontics, Public Health Dentistry, Oral & Maxillofacial Surgery, Orthodontics, Endodontics, Prosthodontics, Oral Pathology

### Sample Skill Statements

- Assist dental hygienist while sealant is applied to teeth
- Assist dentist during exam and procedures, passing instruments, providing suction, retracting patient's tongue, and mixing filling materials
- Assist dentist with various procedures, including fillings, root canals, crown preparations, composites, teeth cleaning, emergency exams and X-rays
- Assist in administration of local anesthesia
- Assist with scaling, polishing and flossing of teeth and fluoride and sealant application
- Assist with tooth bleaching appointments
- Bilingual - provide translation services
- Bill patients, receive payments, submit and track insurance claims
- Calm anxious patients during routine or difficult procedures
- Carefully follow radiation safety measures
- Cast models of teeth; make temporary crowns and bridges

- Clean and polish removable dental appliances, such as bridges
- Clean and sterilize rooms, restock supplies
- Clean teeth, using dental instruments
- Comfort children who are apprehensive by explaining procedure steps and talking to them
- Conduct preliminary examinations
- Consistently implement infection control procedures and management of hazardous materials
- Escort patient to correct office and prepare for treatment
- Experience in exposure techniques, processing, mounting, and evaluating radiographs
- Experience in extra-oral and x-rays for children and edentulous patients
- Expose and process x-rays, including extraoral, digital and panoramic radiographs
- Fabricate and fit orthodontic appliances and materials for patients, such as retainers, wires, or bands
- Fabricate temporary restorations and custom impressions from preliminary impressions
- Familiarity with medications and drugs used in dentistry
- Familiar with medical emergency procedures and office protocol, including equipment, supplies, medications and patient vital signs
- File items alphabetically, numerically, chronologically, and by subject matter
- Give patients estimate of insurance benefits for dental procedures
- Greet patients, answer phones, pull charts
- Handle accounts payable and receivable
- Instruct patients in brushing and flossing techniques, diet and nutrition
- Instruct patients in post-operative care and oral hygiene
- Inventory and order dental and office supplies
- Knowledge of OSHA regulated clinical safety policies, procedures and protocols
- Knowledge of third-party payment plans and insurance codes
- Knowledge of tooth charting terminology, abbreviations and symbols and tooth-identification systems (Universal, Palmer, International)
- Knowledge of various types of anesthetics and techniques
- Maintain a well-organized office inventory system
- Maintain health and safety records
- Make baseplates and bite rims
- Make preliminary impressions for study casts and occlusal registrations for mounting study casts
- Mix dental cements and bases
- Operate air, water and suction devices

- Perform weekly monitoring of dental sterilizers
- Perform coronal polishing and cement removal, amalgam polishing and margination, rubber dam placement and removal
- Perform laboratory work: pouring, trimming, and polishing study casts
- Pour impressions, trim models, and prepare orthodontic appliances and equipment
- Prepare and position dental dams
- Prepare dental liners and cements
- Prepare materials for making impressions of teeth
- Prepare mixtures and remove excess dental cement used in filling teeth
- Prepare tray setups for dental procedures
- Polish and repair dentures
- Process dental insurance claims
- Remove stitches and apply numbing agents to gums
- Responsible for opening and closing dental office, operatory, sterilizing area, darkroom and laboratory area
- Schedule and confirm patient appointments
- Select and prepare dental instruments for surgical procedures, such as extractions, impactions, implants, local anesthesia, suture placement/removal, biopsy
- Select and prepare instruments for orthodontic procedures, such as bonding and cementing/removal, archwire formation/placement/removal, fluoride treatment, impressions
- Sterilize and disinfect instruments and equipment
- Take and record medical and dental histories and vital signs
- Work as part of a dental health care team, including dentists, dental hygienists, dental lab technicians and denturists
- Working knowledge of all types of dental and palliative materials for a variety of dental procedures: gypsum products, amalgam, composites, cements, sealants, bonding agents, acrylic resins, porcelain, bleaching agents, various impression materials