

General Dentist

Reports to: Management/CEO

Primary Responsibilities:

Practice dentistry and promote Rawlins County Dental Clinic's mission, vision, and core values.

Specific Duties

Patient Management

- Diagnose and treat patients to achieve excellent results within estimated treatment time with maximum concern for patient comfort and respect
- Deliver the highest quality care to patients
- Present treatment plans to patients and document in patient's records
- Document or review documentation and charges for each patient daily

Practice Management

- Help manage dental office HIPAA privacy and security compliance, if applicable
- Direct dental assistants in accordance with office policy and applicable laws
- Promote team concept by reflecting positive role modeling in all areas including being early to report for scheduled work day, showing respect to all team members and patients and being mission oriented and adhering to the employee handbook
- Monitor inventory of the office supplies as needed and use supplies in a conservative manner

Practice Promotion

- Know the clinic mission, long-term business plan and short-term goals
- Develop specific approaches to attract a constant influx of new patients and retain patients of record
- Maintain good relationships with other professionals in the community

Staff Management

- Oversee and train Dental Assistants
- Mentor/ train DDS students on Clinical rotations by providing practical learning and/or clinical experiences.
- Direct ALL administrative issues and questions to the CEO
- Direct ALL billing and payment plan questions to the Business Office Manager

Education and training of staff

- Share information learned at seminars and meetings with the rest of the office team
- Train dental assistants through training sessions and model appropriate patient care
- Mentor/ train DDS students on Clinical rotations by providing practical learning and/or clinical experiences.

Personal Requirements

Educational

- Must have a DDS or DMD degree from an accredited dental school
- Must be licensed to practice in state and meet other applicable state requirements

Interpersonal

- Able to objectively discuss all dental needs with patient in pleasant manner
- Able to work well with staff and convey needs in a precise and positive manner
- Able to work well in the community