

Employer	Cherry Log Oral Surgery Enterprises, LLC (CLOSE) Office of Dr. John C. Pritchett 9 White Dove Lane, Cherry Log, Georgia 30522
Position	Surgical Assistant (SA) Level 1- Entry Level; Level 2- Qualified, Level 3- Fully Qualified, Level 4- Certified
Wage	Starts at \$19.12/hr, based on training, experience in dentistry and oral surgery 8 hours per day, 4 days per week; up to 40 hours/week on FLEX SCHEDULE Leave: 1 day (8 hours) for every 192 hours worked, estimated 8 days/year. Paid Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day Overtime Pay: after 40 hours/week After Hours/On Call Pay: Before 8AM or after 5PM Monday-Friday
Availability	April 2, 2024 Minimum 32 hours/week over 4 days; Maximum 40 hours/week over 5 days, Monday through Friday. Employee will be assigned hours in the Company scheduling app. Flex hours can be elected by the employee at Level 2 or higher, based on their desire to work additional hours.
Purpose	Assist oral surgeon in providing oral surgery dental treatment, care and education to patients. Must possess knowledge and skill of clinical procedures, processes and dental administrative functions. <i>CLOSE Mission Statement: The Cherry Log Oral Surgery Team strives to positively influence our community through outstanding personalized service, dedication to education, and providing a comfortable and pleasant surgery experience to everyone we encounter.</i>
Tasks and Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> Welcome and escort patient from reception area and to and from the treatment areas. <input type="checkbox"/> Take and record medical and dental histories and vital signs of patient. <input type="checkbox"/> Recognize signs of a dental emergency, and insure proper and timely response and notification to patient, staff, and emergency medical personnel when necessary. <input type="checkbox"/> Expose dental diagnostic radiologic studies <input type="checkbox"/> Monitor patients while oral surgeon administers deep sedation or general anesthesia. <input type="checkbox"/> Assist oral surgeon with oral surgery treatment in accordance with the delegable duties allowable by law. <input type="checkbox"/> Provide postoperative instructions prescribed by surgeon. <input type="checkbox"/> Sterilize and disinfect instruments, set up instrument trays, prepare materials and assist oral surgeon during surgical procedures. <input type="checkbox"/> Learn and comply with state and Federal OSHA laws, infection control, safety standards in the dental office and operatory, including but not limited to: wearing personal protective (PPE) barriers such as gloves, scrubs, and eye wear; disinfecting and sterilizing instruments and treatment areas; and disposing properly of contaminated or bio-hazardous waste/materials. <input type="checkbox"/> Learn and comply with CLOSE's administrative procedures. <input type="checkbox"/> Ensure review and completion of documentation, including but not limited to: accurate and current medical history, medical alerts, and signed Consent forms. <input type="checkbox"/> Document/chart all dental procedures performed during each patient visit according to oral surgeon's instructions and legal requirements. <input type="checkbox"/> Effectively provide dental education and information to insure patient awareness of dental health and continuing treatment. <input type="checkbox"/> Effectively present to patient the dental treatment plan and proposed plan for continuing treatments in professional and confidential manner.

	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with the patient all treatment to be rendered and financial obligation prior to starting procedure to avoid patient conflict. Understand and explain insurance benefits and financial options to patients in non-clinical terms. <input type="checkbox"/> Ensure treatment rooms are appropriately equipped and stocked with inventory and re-order when necessary. <input type="checkbox"/> Notify surgeon of equipment trouble/need for a repair ticket or general safety concerns. <input type="checkbox"/> Understand and agree to maintain patient care standards. <input type="checkbox"/> Effectively utilize and maintain system of contact for patient follow-up/re-care. <input type="checkbox"/> Maintain professional working environment within office team. <input type="checkbox"/> Attend and participate in morning huddles, chart reviews, and regular office meetings. <input type="checkbox"/> Adhere to OSHA compliant uniform attire and basic personal hygiene standards per Company policy. <input type="checkbox"/> Attend continuing education and training seminars as scheduled. <input type="checkbox"/> Understand and abide by HIPAA regulations and maintain confidentiality. <input type="checkbox"/> Follow policies listed in the employee manual to ensure consistent standards. <input type="checkbox"/> Assist in the office cleaning, trash disposal.
Education and Experience	<ul style="list-style-type: none"> <input type="checkbox"/> general education degree or high school diploma <input type="checkbox"/> minimum 2 years of direct patient care preferred, however applicants with less than 2 years experience may be considered <input type="checkbox"/> knowledge of dental terminology, procedures, and diagnosis <input type="checkbox"/> knowledge of computer and relevant software applications <input type="checkbox"/> familiarity of general administrative and clerical procedures <input type="checkbox"/> ability to learn and utilize DSN OMS Exec software <input type="checkbox"/> current Basic Life Support (BLS) certification required
Key Competencies	<ul style="list-style-type: none"> <input type="checkbox"/> communication skills <input type="checkbox"/> information collection and management <input type="checkbox"/> planning and organizing <input type="checkbox"/> assisting knowledge and technical skill <input type="checkbox"/> accuracy <input type="checkbox"/> customer service skills <input type="checkbox"/> teamwork <input type="checkbox"/> initiative <input type="checkbox"/> adaptability <input type="checkbox"/> confidentiality
Advanced Standing	<p>Preference and advanced standing may be given for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certified Dental Assistant (CDA) <input type="checkbox"/> Assistants with certificate from an accredited Dental Assisting program <input type="checkbox"/> Assistants with current AAOMS DAANCE certification (+\$1/hr) <input type="checkbox"/> Advanced Cardiac Life Support (ACLS) and/or Pediatric Advanced Life Support (PALS) certification (+\$1/hr each certification) <input type="checkbox"/> Current EMT-B, EMT-I, EMT-P certification (varies by level) <input type="checkbox"/> Current Licensed L.P.N., R.N. (+\$5/hr) <input type="checkbox"/> Fluency in Spanish (+\$2/hr)
Date of Posting	03/21/2024
Apply to:	To apply, send resume to CLOSE Hiring Manager CLOSEcareers@gmail.com (please do not call the office directly)