

**Records Technician Job Summary:**

Gather Orthodontic Records and serve as back-up to clinic as needed.

**Essential Job Functions (other duties may be assigned):**

- Perform all record taking protocols
- Take precise (Board Quality) photographs, Radiographs, Intraoral scans and impressions.
  - Maintain DANB certification for self and practice
  - Ensure Practice meets all Pennsylvania radiograph standards/testing
- Ensure all cases are properly logged and ready for start/contract
- Properly pour and prepare models for lab
- File models
- Sterilize instruments in accordance with established regulations and guidelines.
- Help maintain clinic area. Restock supplies as needed.
- Follow OSHA guidelines, and maintain safe and effective working habits; report any unsafe tools or procedures to the Office Administrator.
- Maintain confidentiality of Patient PHI and any other related information according to Practice privacy practices and HIPAA.
- Be professional and courteous at all times to patients, visitors and/or co-workers, treating them with dignity and respect at all times.
- Maintain good attendance, arrive on time ready and prepared to perform job functions daily.

**Non-essential Job Functions:**

- Serve as back up to clinical team while delivering the quality of care expected from all technicians as stated within the Apicella-Lorie Mission/Value statement.
- Travel to other office locations to fill-in as requested by leadership.
- Perform general cleaning of waiting room and game area on rotating basis. Straighten and dust areas, vacuum and take trash.
- Perform sterilization testing weekly. Follow and perform lab sterilization procedures on rotating basis.

**Minimum Qualifications:**

DANB Radiation Certificate, must be certified in Pennsylvania.

High School diploma or G.E.D.

At least 2 years' experience in orthodontic or dental office.

**Knowledge, Skills and Abilities:**

- General knowledge of orthodontic instruments
- Time management skills
- Good communication skills
- Ability to maintain professional demeanor and appearance
- Ability to demonstrate respect and be courteous to patients, coworkers, parents/guardians of patients and visitors
- Positive attitude with ability to work independently and in a team setting
- Ability to maintain patient confidentiality
- Flexibility and an ability to adapt to change
- Ability to travel & transport self to other practice locations

- Must have a positive demeanor and a customer service oriented approach
- A keen ability to take initiative; showing resourcefulness and a proactive approach

**Work Environment (includes physical requirements):**

Orthodontic office environment with frequent contact with staff, patients, and doctors. Exposure to chemicals, radiation from x-ray machines, sharp objects, blood, bodily fluids and possible virus or infectious diseases from patients. May be exposed to odors from chemicals used in office. Occasional lifting of boxes or supplies of up to 50 lbs. Standing, bending, and sitting are required. Occasional travel to other office location may be required.