

ASAPDAPROGRAM.COM

# DENTAL ASSISTING

# 101

YOUR QUICK START  
HANDBOOK

ASAP DENTAL ASSISTANT PROGRAM

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CHAPTER

01

*Intro*

**ASAP DENTAL ASSISTANT PROGRAM**

# INTRO

## *to Dental Assisting*

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### OVERVIEW

Discover the diverse responsibilities and roles that dental assistants fulfill in a dental practice, from chairside assistance to patient education and beyond.



# INTRO

## *to Dental Assisting*

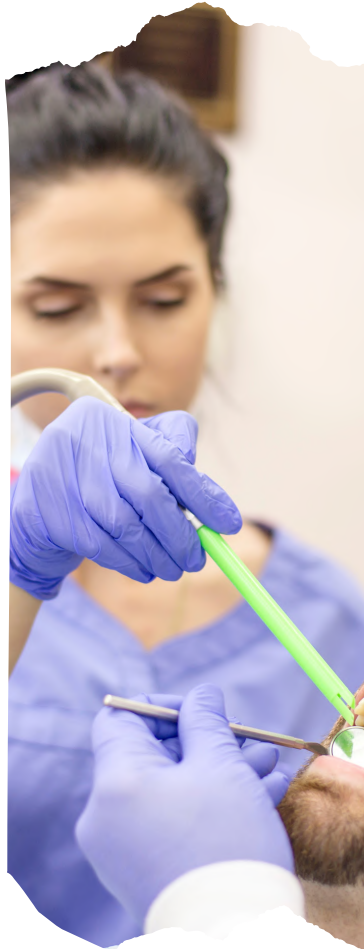
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### **THE BACKBONE OF DENTAL EXCELLENCE**

Dental assistants are the unsung heroes of the dental world, playing a crucial role in ensuring the highest standards of patient care.

They are the backbone of dental practices, working closely with dentists, hygienists, and other team members to create a seamless and efficient workflow.

With their expertise in chairside assistance, infection control, and equipment preparation, dental assistants ensure that dental procedures are carried out smoothly and efficiently.



# INTRO

## *to Dental Assisting*

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### WHAT DO THEY DO?

Dental assistants take on a variety of responsibilities that contribute to the success of oral healthcare delivery. Their versatility and adaptability make them indispensable members of the dental team.

- **Procedure assistance:** support dentists across a wide range of dental procedures
- **Patient education:** provide instructions on proper oral hygiene techniques and post-treatment care
- **Administrative task management:** schedule patients and maintain records



A close-up photograph of a dentist and a dental assistant performing a procedure on a male patient. The dentist, on the right, is wearing a white surgical mask and blue gloves, using a blue dental handpiece. The assistant, on the left, is also wearing blue gloves and is holding a dental mirror. The patient is lying back with his mouth open. The background is a blurred dental office. A large, light blue watercolor-style graphic is overlaid on the top half of the image.

CHAPTER

02

*Procedures*

**ASAP DENTAL ASSISTANT PROGRAM**

# DENTAL OFFICE *Procedures*

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## OVERVIEW

A look into common dental office procedures, including patient scheduling, record keeping, and infection control protocols.





# DENTAL OFFICE *Procedures*

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## SCHEDULING AND PATIENT MANAGEMENT

Dental assistants help to strategically allocate appointment times to minimize scheduling gaps and reduce waiting times for patients.

Properly managing appointment time slots is crucial to maximizing the productivity of the dental practice.

When scheduling appointments, dental assistants must clearly explain the purpose of the visit, any pre-visit instructions, and what patients can expect during their visit.

Being comfortable with using dental practice management software to help automate appointment reminders, patient recalls, and record keeping is key!



# DENTAL OFFICE *Procedures*

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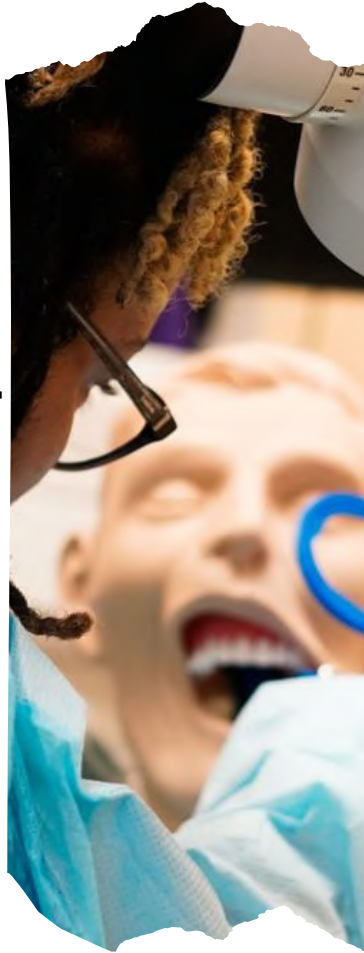
## EXTRACTIONS

Before procedures, dental assistants prepare the treatment area by setting up instruments, materials, and equipment.

They closely observe the patient's response to anesthesia, providing support and reassurance throughout the process, including holding patients' hands if needed!

During extractions, dental assistants pass instruments and materials to the dentist as requested, while also anticipating needs to maintain efficiency. They also use suction devices to remove excess saliva, blood, and debris from the patient's mouth, ensuring a clear field of view for the dentist.

After the extraction, dental assistants provide patient education, sterilize instruments, and clean the space.



# DENTAL OFFICE *Procedures*

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## WHAT ELSE?

In addition to extractions, dental assistants provide valuable support to dentists across a wide range of dental procedures.

- Fillings and restorations
- Dental radiographs (X-rays)
- Taking impressions patients' teeth
- Dental cleanings
- Crown and bridge procedures
- Root canal therapy
- Orthodontic practices (ie. braces and retainers)





CHAPTER

03

*Career*

**ASAP DENTAL ASSISTANT PROGRAM**

# CAREER *development*

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## OVERVIEW

Whether you are just starting your journey as a dental assistant or have been in the field for some time, this chapter includes insights and strategies to enhance your professional development and open doors to new opportunities.



# CAREER *development*

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## CERTIFICATIONS

Additional certifications not only enhance your skills but also increase your marketability and open doors to higher-level positions within the dental field.

Explore opportunities to obtain expanded function certifications such as coronal polishing, dental radiography and nitrous oxide monitoring.

## SPECIALIZATION

Dental assistants may choose to specialize in specific areas of dentistry, such as orthodontics, periodontics, or oral surgery.

Pursuing specialized training can lead to higher earning potential and opportunities for leadership roles within dental practices or dental education institutions.



# CAREER *development*

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## LEADERSHIP ROLES

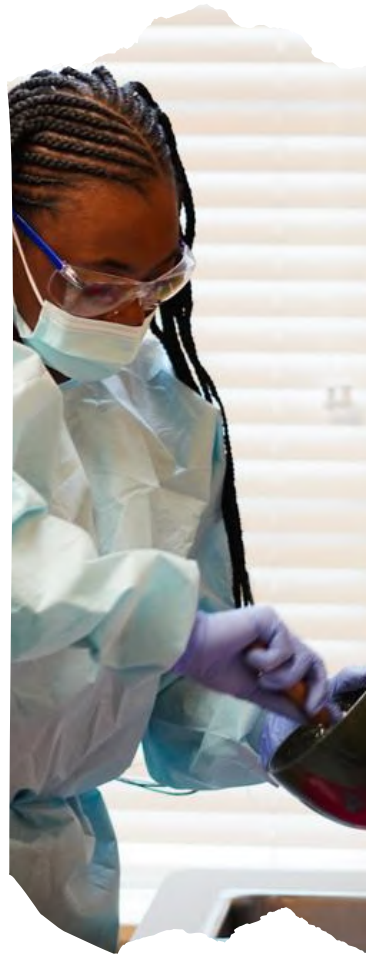
Demonstrating strong leadership skills, professionalism, and a commitment to continuous learning can position you for future career growth and advancement.

Dental assistants can pursue advanced positions like lead dental assistant, office manager, or dental assisting educator.

## WORK-LIFE BALANCE

Maintaining a healthy work-life balance and prioritizing professional well-being is crucial for long-term career satisfaction.

Taking care of yourself physically and mentally, practicing self-care, and seeking opportunities for personal and professional growth are crucial for career advancement without burnout.



# CAREER development

## HOW MUCH DO DENTAL ASSISTANTS MAKE IN NORTH CAROLINA?

Source: GlassDoor

**\$41,803** /yr

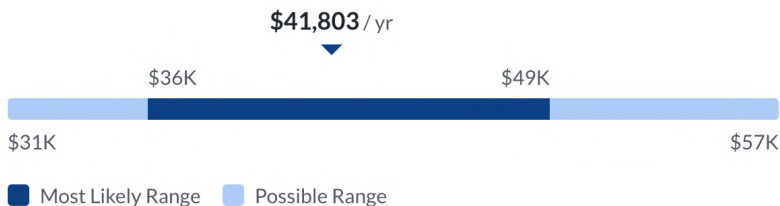
Total Pay

**\$39,725** /yr

Base Pay

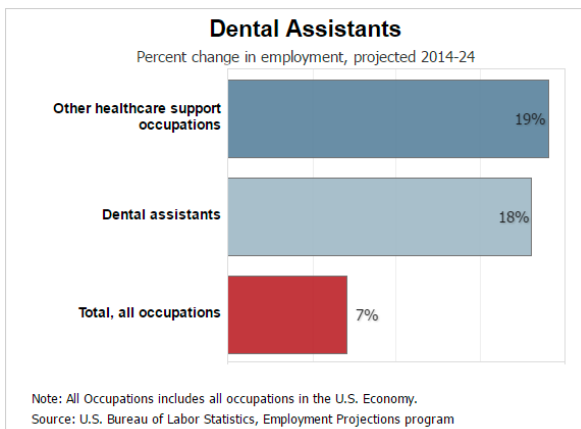
**\$2,077** /yr

Additional Pay



## WHAT'S THE CAREER OUTLOOK FOR A DENTAL ASSISTANT IN NORTH CAROLINA?

Source: US Bureau of Labor Statistics





# THANKS FOR READING!

We hope you found this guide informative, engaging, and insightful.

If you are considering pursuing a formal dental assistant training program, I encourage you to take the next step and sign up for ASAP's upcoming DA1 Program.

We wish you all the best in your journey! If you have any questions or would like further guidance, please do not hesitate to reach out.

We are here to support you every step of the way.



Sincerely,

***Tashauna Hinton***

Executive Director  
ASAP DA Program  
Dental Hygienist



## SIGN UP FOR OUR NEXT DA1 PROGRAM

SATURDAY CLASSES | PAYMENT PLANS | JOB ASSISTANCE

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