UNIVERSITY OF SOUTHERN CALIFORNIA
Dental Clinic Coordinator
Job Code: 191215

Grade: D
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Provides clerical and administrative support to ensure dental clinic functions smoothly.

JOB ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

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<th>% TIME</th>
<th>E/M/NA</th>
<th>Description</th>
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<td>Schedules appointments for patients and maintains patient recall system. Inputs names and addresses to computer. Sends recall notices. Pulls recall cards at each patient appointment.</td>
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<td>Oversees completion of patient information forms. Enters patient data into computer.</td>
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<td>Compiles and completes patient records and charts.</td>
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<td>Prepares clinic chairs, cubicles and equipment units.</td>
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<td>Assigns students to clinics.</td>
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<td>Collects student computer activity cards and delivers to various clinic offices.</td>
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<td>Orders and maintains supplies.</td>
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<td>May provide dental assisting services to faculty on an as-needed basis. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
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EMERGENCY RESPONSE/RECOVERY:

Essential:  [ ] No
[ ] Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Specialized/Technical Training

Minimum Experience:
1 Year

**Minimum Field of Expertise:**

One to two yrs office mgmt exp. preferably in a dental clinic or office. Computer literacy. Effective interaction with patients, faculty, students and staff. Strong communication skills.

**Preferred Field of Expertise:**

CDA and dental assisting experience with a valid California x-ray license. Prefer bilingual skills (English and Spanish).

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**SIGNATURES:**

Employee: _______________________________ Date: _______________________________

Supervisor: _______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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