

- Learned that trade school is required education/ dental assistant interning
- Free dental care and paid holiday and vacation time but no health insurance benefit
- Researched average income is \$87,794
- Learned that mentor only has to work 4 days a week
- Learned hardships of the job
- Took tour of office and learned uses of the different rooms that the dental specialists used
- Learned length of the work day
- Learned tasks of the job
 - Create and assign appointments
 - answering phone calls from clients
 - calling patients to inform them about appoint date or if being canceled
 - attending clients in office waiting room
 - check charts of patients to check if insurance is still valid
 - checking patients in and out of office
 - order paperwork in order of days
 - send out texts to patients reminding them that they have an appointment using Weave
 - making sure the doctors and hygienists have everything they need to perform job
 - Hiring/ firing employees
 - Calculate/ distribute payroll
- Learned how to assign an appointment through the phone
- Performed scheduling the appointment
- Performed task of messaging patients about appointment
- Performed task of collecting dental tools and cleaning them
- Performed task of greeting and signing in patients
- Performed task of bagging tools to distribute to the dental specialists
- Filed patient paperwork of the people coming in that day