Job Description

Job Title: CPT Coordinator
Location: South Jordan
Unit: College of Dental Medicine
Reports to: Director of Primary Dental Care

Prepared by: Associate Dean for Clinical Affairs and Patient Care
Reviewed by: Chancellor, SJ Campus & HR
Approved by: Dean, College of Dental Medicine
Date prepared: June 26, 2013

Summary
The Clinical Practice Team (CPT) Coordinator assists CPT Leaders in the coordination of dental students Team/Clinic activity. CPT Coordinators will assist in the coordination, direction, and scheduling of student patient visits. At the request of the CPT Leader, Coordinators will collect, sort and organize completion of dental student performance reports and competencies for the CPT Leaders’ evaluation; sort and input data in clinic information system as requested by CPT Leaders; create templates for CPT scheduling activity.

Responsibilities

• Initial contact person for patient concerns with student team members or treatment.
• Monitor student dentist clinic attendance.
• Work with the CPT Scheduler to make and confirm appointments.
• Assist CPT Leader administratively by:
  • Organizing and arranging for clinical practice team meetings.
  • Serve as a liaison between the CPT Leader and student dentists.
• Strictly adhere to and enforce HIPAA standards in the protection of patient personal information in clinic areas.
• Work in other areas of the CODM and perform other duties as directed.

Skills
Individual must possess the knowledge and the following skills and abilities or be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

• Ability to establish and maintain effective working relationships with students, employees, and other agencies.
• Ability to work in different areas as needed.
• Complies with HIPAA, FERPA, OSHA, and Laws/Regulations pertaining to the practice of dentistry in Utah.

Education/Training
Graduation from high school or equivalent education; graduation from an CODA accredited dental assistant training program or approximately three years of work experience as a dental assistant or front office experience in private practice or educational environment, or an equivalent combination of education and experience to allow effective management of Clinical Practice Teams.

Work Conditions
• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between South Jordan campus buildings, off campus, and to Roseman University campuses and facilities located outside South Jordan, UT.

• Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.

• Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman University campuses or facilities (e.g. Henderson, NV) occurs occasionally and is required.

• Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

• Employee will be exposed to dental equipment and materials normally used in delivery of patient care in a clinical environment.

• Work hours may vary due to clinic schedules.

• Work areas may vary depending upon clinic needs and may include clinic areas including the clinic dispensaries, sterilization areas, patient registration, or clinic business services and reception.

Physical Demands
• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.

• Manual and physical dexterity to operate a computer keyboard and handle paper documents

• Manual and physical dexterity to handle and pass dental instruments used in the provision of dental care.

• Sufficient near vision acuity to read information appearing on a computer display screen, in handwritten form, and printed on paper.

• Sufficient near vision acuity to identify and distinguish between dental instruments and to pass/exchange instruments between providers.

• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.

• Ability to lift and carry objects up to 25 pounds.

I have read the above position description and have received a copy.

Employee Signature _______________________________ Date ___________________________