

What is orthodontics?

Orthodontics is the dental specialty focusing on the diagnosis, prevention, and treatment of dental and facial irregularities such as crooked teeth or misaligned jaws. Children, teenagers and adults can benefit from orthodontic treatment.



Who is an orthodontist?

An orthodontist is a dentist who has a specialty certificate in orthodontics and dentofacial orthopedics from an AAO-accredited dental school. Orthodontists first attend college to receive a general education. This is followed by four years of dental school and an additional two - three years of orthodontic residency.



What is an orthodontic team?

An orthodontic team is formed from a group of positive, upbeat individuals who strive to provide care to motivated children, adolescents, and adults seeking to improve their smiles and bites. We are a team that likes to have fun!!

Fun Giving
HEALTH CARE
Social Media
Orthodontics
Personal Development
Changing Lives
TECHNOLOGY *Friendships*
Rewarding
HAPPY WORK ENVIRONMENT
Teamwork
BUILDING SMILES

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Orthodontic Team Member Careers

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PROFESSIONAL AND PERSONAL SATISFACTION



PACIFIC COAST SOCIETY OF ORTHODONTISTS

Choosing your career in Orthodontics

Orthodontics offers a multitude of career opportunities, and all can be personally and professionally rewarding. Orthodontics can put you on a career path that provides the satisfaction of helping patients improve their smiles, dental health, and self-esteem. It is a positive, exciting career that lets you deal with generally healthy, motivated people who are on the road to better lives. Your work contributes to new smiles for children, teens, and adults who can confidently meet the world face-first.



Orthodontic team development

What position is best for me?

- Read the job descriptions thoroughly.
- Contact your local orthodontist and ask to shadow in their office.
- Talk to the orthodontist's team to find out more about the position.
- Submit an application.
- Follow the orthodontist on social media.

Members of an Orthodontic Team

The most common orthodontic team positions are described here, but each office has their own unique job descriptions.



◦ Clinical/Treatment Coordinator

Serves as a liaison between new patients and the orthodontist with a goal of helping potential new clients consulting the orthodontist to make a commitment to beginning orthodontic treatment.

◦ Orthodontic Assistant

An orthodontic assistant is an essential part of the orthodontic team. They work alongside the orthodontist to help create beautiful smiles and improve oral health. Orthodontic assistants assist with fitting and adjusting braces, which requires precision and attention to detail. In addition to working directly with patients, orthodontic assistants also play a key role in keeping the orthodontic office running smoothly. They interact with patients and their families on a regular basis, building relationships and providing support throughout the orthodontic treatment process.

◦ Financial Administrator

Enters patient contracts, sets up payment arrangements, reviews contracts, tracks payments, and collects past due accounts.

◦ Instrument Coordinator

Operates and maintains all autoclaves, ultrasonic units, and pre-soak stations; sterilizes instruments, hand pieces, and procedure set-ups.

◦ Marketing Coordinator

Develops and executes marketing strategies to help grow the practice; plans and executes community events to promote the practice.

◦ Orthodontic Lab Technician

Runs the in-house lab at the practice; fabricates retainers, diagnostic, and therapeutic digital or physical models.

◦ Scheduling Coordinator

Greets patients; answers a multi-line phone; schedules appointments for patients in office and over the phone; verifies insurance benefits; and assists with practice marketing efforts and contests.

