

# Career Opportunities

## Orthodontic Team

Choose from a variety of rewarding orthodontic positions: Orthodontic Technician or Assistant, Orthodontic Laboratory Technician and administrative office positions.



**"Changing the World,  
One Smile at a Time..."**

### Choosing Your Career in Orthodontics.

Dr. Newhart always encourages youngsters to consider orthodontics as a career. The orthodontic field is full of wonderful opportunities. Each career choice can be both personally and professionally satisfying.

In all positions you will be a member of a special team which produces better oral health, enhanced self-esteem and beautiful smiles for people of all ages.

In addition to being able to manage your own career path (molding it to fit your lifestyle)... and in addition to the financial rewards that come with a career in orthodontics...as a member of the orthodontic team you will be rewarded as you see someone's smile change gradually before your eyes. As their teeth shift into alignment, patients' personalities change, too. Their self-confidence blossoms. Teens, men and women become ready to smile, and meet the world with confidence.

There are great rewards in health care professions and we are especially passionate about the specialty of Orthodontics. If you love people, you may love being in the field of Orthodontics. Our logo reflect our vision: **"Changing the World, One Smile at a Time..."**

### What Is Orthodontics?

Within the dental profession, orthodontists are the specialists who are uniquely educated and qualified to bring teeth, lips and jaws into proper alignment. The term "malocclusion," which means "bad bite," or "facial disharmonies," is used to describe the abnormalities treated by orthodontists.

Orthodontists deliver lifelong benefits to their patients... the kind of benefits that can improve physical and emotional health. They provide treatment that can prevent serious, costly health problems in later life.

## **It Takes A Team.**

The team leader is the orthodontist. But the successful orthodontic practice depends on a variety of other professional and clerical staff members, such as:

- Treatment Coordinator
- Scheduling Coordinator
- Office Administrator
- Financial Administrator
- Clinical Coordinator
- Orthodontic Chairside Assistant
- Orthodontic Laboratory Technician
- Instrument Coordinator

Any way you go, orthodontics can put you on a career path that provides you with the satisfaction of helping patients, improving their smiles, their dental health and their self-esteem. It is a positive, upbeat career that lets you deal with generally healthy, motivated people who are on the road to better lives.

## **What Does It Take To Join The Team?**

The various positions on the orthodontic team require different levels of education and experience. Ask Dr. Newhart or anyone on the [Newhart Orthodontic Team](#) for information regarding career choices. Here are a few examples of the type of work, education and skills for various positions:

### **Orthodontic Technican / Chairside Assistant**

Typical Responsibilities include assisting the orthodontist with treatment, taking x-rays/records, educating the patients about oral health and overall health, serving as a key communications link between the patient and the doctor, preparing the teeth for placement of orthodontic brackets and bands, working with the orthodontic arch wires, taking impressions and instructing patients in all areas of treatment. Orthodontic Assistants also play key roles motivating patients to do their part in achieving successful results from their treatment. In this career choice, you will play a key role in motivating patients so they'll do what needs to be done in order to achieve the very best results from their orthodontic treatment.

Requirements: high school diploma, customer service skills, excellent eye and hand coordination, computer skills, taking and developing x-rays. Certification is available but not always required. Dr. Newhart may arrange for special training if he feels you have special desire and potential. Most of the orthodontic technicians that work with Dr. Newhart have been trained by him personally.

### **Orthodontic Laboratory Technician**

Typical Responsibilities include preparing orthodontic study models, make orthodontic retainers, designing appliances for tooth and bone movement, coordinating office needs with outside labs. The technician may also work with the orthodontist to develop skills for making new appliances. After training, these young men and women can work at a commercial orthodontic laboratory or even open their own laboratory if they desire to own their own business.

Requirements: high school diploma, excellent eye and hand coordination, computer skills. It helps to have hands-on experience working with patients. Certification is available, but not required.

### **Orthodontic Office Administrator**

Typical responsibilities include scheduling appointments, taking care of clerical and bookkeeping duties, understanding and explaining insurance and financial matters, preparing financial arrangements for patients, coordinating telephone contacts with patients, family dentists, other dental specialists and physicians, and having special skill in customer service relations.

Requirements: High school diploma, customer service skills, good spoken and written communication ability, business training and/or experience. In modern orthodontic practices, computer skills are generally essential in orthodontic practices for patient record-keeping, patient and professional communications, billing, and scheduling.

**Becoming a member of the orthodontic team requires a unique combination of skills, a steadfast commitment to long-term goals and a desire to excel. In some positions, an interest in science is important. All positions require individuals who thrive on creativity and challenge... and who love working with people. If you like to help people and if you would enjoy the respect that comes with being a member of a highly regarded health-care profession that has the capacity to change people's lives, then consider a career in orthodontics.**

[www.newhartorthodontics.com](http://www.newhartorthodontics.com)

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