

# THE DENTAL PRACTICE

## STRUCTURE OF ORGANIZATION & ROLES AND RESPONSIBILITIES OF TEAM MEMBERS

SR. NO	DESIGNATION	NAME OF THE TEAM MEMBER	ROLES & RESPONSIBILITIES
1	OWNER/PROPRIOTOR		
2	PRACTICE MANAGER		
3	DENTIST		
4	ASSOCIATE DENTIST		
5	CONSULTANTS		
6	INFECTION CONTROL INCHARGE		
7	DENTAL NURSE/ CHAIR SIDE ASSISTANT		
8	FRONT OFFICE MANAGER		
9	FRONT OFFICE ASSISTANT		
10	HOUSE KEEPING STAFF		
11	RADIOLOGY TECHNICIAN		
12	ACCOUNTANT		
13	PUBLIC RELATION OFFICER		

PLEASE USE THIS DOCUMENT TO ENTER THE INFORMATION AS IT IS AVAILABLE WITH YOU.

IT IS NOT MANDATORY TO HAVE A SEPARATE HUMAN RESOURCE FOR EACH OF ABOVE ROLE AND IT IS NOT LIMITED TO THE ABOVE MENTIONED ROLES.

YOU CAN ADD OR REMOVE THE ROLES AS PER REQUIREMENTS & SIZE OF YOUR OWN ORGANIZATION.

THIS WILL HELP YOU TO ASSIGN THE SPECIFIC DUTIES TO THE TEAM MEMBERS.