



Infinite Smiles Dental Center

CAREER OPPORTUNITY: Front Office Administrator / Dental Insurance Coordinator

Are you an organized and detail-oriented individual with excellent interpersonal skills? Do you wish to belong to a team of excellent professionals in a positive working environment?

We are currently seeking a dedicated individual to fill a full-time position within our thriving dental practice.

As a Front Office Administrator / Dental Insurance Coordinator, you will play a pivotal role in providing outstanding customer service and administrative support to our patients and team.

Why Choose Infinite Smiles Dental Center?

Full-Time Position: We offer a stable and fulfilling full-time position that provides you with consistent hours and the opportunity to be an integral part of our dental practice. Our office is open Monday through Thursday.

Competitive Compensation: We value our team members and believe in offering competitive pay with benefits to attract and retain top talent. Your skills and dedication will be recognized and rewarded accordingly. Starting pay will be \$18 per hour for little to no experience. Higher pay available to a candidate with experience and as a higher skill level is achieved.

Experience with Dental Insurance: While not mandatory, experience with dental insurance processes and billing will be considered a plus. If you have a solid understanding of dental insurance terminology, claim submission, and coordination of benefits, it will greatly contribute to your success in this role.

Amazing Team: Join our close-knit team of dental professionals who are passionate about providing exceptional patient care. We foster a positive and collaborative work environment where teamwork and camaraderie are highly valued. You'll have the opportunity to work alongside a skilled dentist, dental hygienist, and other professionals who are dedicated to excellence.

On-the-Job Training: We understand that each dental practice operates differently. As a member of our team, you'll receive comprehensive on-the-job training to familiarize yourself with our specific office protocols and software systems. We are committed to your professional growth and success.

Positive Attitude and Outgoing Personality: We believe in the power of a positive and friendly demeanor. A warm smile and an outgoing personality will go a long way in creating a welcoming atmosphere for our patients. If you are naturally inclined to provide excellent customer service and make people feel comfortable, this is the right position for you.

Ability to Multitask: Our front office can have periods of time that requires efficient multitasking. You'll be responsible for handling various administrative tasks, scheduling appointments, managing patient records, and coordinating dental insurance claims. Strong organizational skills and the ability to prioritize are essential in ensuring smooth daily operations.

Responsibilities:

- Greeting and checking in patients, ensuring a positive and friendly experience from their arrival to departure.
- Scheduling appointments, coordinating the dental team's schedules, and managing the office space and calendar.
- Verifying patient insurance coverage, processing dental insurance claims, and coordinating benefits with insurance providers.
- Collecting and recording patient information, including medical histories and consent forms.
- Handling patient inquiries, providing information about treatments, and explaining dental insurance coverage and financial responsibilities.
- Assisting with billing processes, including collecting payments, processing credit card transactions, and maintaining accurate financial records.
- Managing patient records and maintaining confidentiality in compliance with HIPAA regulations as well as working with the doctor to provide assistance in daily operations.

Requirements:

* **Experience in Dental Administration:** Prior experience in a dental office or a similar administrative role is preferred but not mandatory. If you have experience with dental insurance processes, it will be considered an advantage.

* **Excellent Interpersonal Skills:** Strong communication and interpersonal skills are crucial to interact effectively with patients, team members, and insurance providers.

* **Organizational Skills:** Demonstrating strong organizational skills and the ability to multitask in a fast-paced environment is essential to manage administrative duties efficiently.

* **Positive Attitude and Outgoing Personality:** A friendly and positive demeanor, combined with excellent customer service skills, is key to creating a welcoming atmosphere for our patients.

* **Attention to Detail:** Displaying a meticulous eye for detail when managing patient records, scheduling appointments, and processing insurance claims.

* **Proficient Computer Skills:** Comfort with computer software systems, including dental practice management software and Microsoft Office Suite.

Join our team at Infinite Smiles Dental Center and embark on an exciting career as a Front Office Administrator / Dental Insurance Coordinator.

If you are passionate about providing exceptional customer service and have the skills necessary to excel in dental office administration, we want to hear from you!

To apply, please submit your resume and cover letter to drgwinn@infinitesmilesdentalcenter.com

We look forward to reviewing your application and potentially welcoming you to our amazing team of dental professionals.



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