

JOB TITLE – DENTAL FRONT OFFICE

HOURS M-F: 8:00 AM – 5:00 PM

SUPERVISOR: Coordinator for Dental Operations

SALARY Commensurate with Experience

FULL TIME POSITION – REPLACEMENT

POSITION DUTIES/RESPONSIBILITIES: answer phones, schedule patient appointments, check-in patients, update patients' personal and insurance information, assist dentists with clerical needs, collect money from patients for services rendered daily and on past accounts, schedule return appointments.

REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT: High school diploma or equivalent.

REQUIRED EXPERIENCE OR SKILLS: excellent communication and customer service skills, computer literacy. Bilingual in English/Spanish is preferred. RDA or dental experience preferred but not required.

CONTACT: Val Rochelle at vrochelle@wacofhc.org