



5150 Blazer Parkway Dublin, Ohio 43017 614-889-2211

Schneider Family Dental – Patient Care Coordinator

Must have Dental Experience

4-day/35-hour work week

About us:

Are you looking to have a rewarding career providing quality care in a comfortable environment?

Come be part of something special! We are a well-established, one Doctor General dentistry office that focuses on comprehensive family and restorative care. Our state-of-the-art office utilizes CEREC single-visit dentistry, Digital radiography (sensors and cone beam), paperless charting, and more. We are looking to add a talented and friendly member to our team.

Job Summary:

Our patient-centered approach necessitates establishing a relationship while providing high-quality care and customer service. We are looking for an experienced, dynamic personality with strong communication skills, and adaptability to support our office manager with front desk duties.

Office hours:

Monday: 8am – 6pm; one hour lunch break

Tuesday: 8am – 6pm; one hour lunch break

Wednesday: 8am – 1pm

Thursday: 8am – 5pm; one hour lunch break

Responsibilities:

- Greet and welcome patients with a smile
- Schedule and confirm appointments for Doctor and Hygiene
- Answer patient phone calls, texts and emails
- Present treatment plans and financial arrangements
- Contact dental insurance companies for benefit verification or claim status
- Oversee patient flow and provider services
- Manage insurance claims submission and posting of receivables

Qualifications:

- Must have dental experience
- Must be Dentrix knowledgeable and proficient in Microsoft Office programs
- Excellent people interaction skills
- Computer savvy
- Professional phone etiquette

Benefits:

- Hourly wage \$30
- 4-day work week Monday – Thursday; Typical work week is approximately 35 hours.
- 6 Paid Holidays
- Up to 3 weeks paid vacation per year
- 401K and 3% safe Harbor contribution