



Do you love to support a team while helping patients? This is a growth opportunity for a positive and motivated individual to help our doctor owned general dental practice provide quality comprehensive care to the community.

Our ideal candidate will have excellent communication and organizational skills, as well as a strong knowledge of customer service. The patient care coordinator role will be responsible for scheduling appointments, maintaining patient records, and providing excellent customer service to patients. The successful candidate will be able to work independently and have strong attention to detail, while working well with our lead coordinator and the clinical team.

The hours for this position are Monday to Thursday 10:00 am-5:30pm and Friday mornings 7:30-12:30 as needed for administrative time. Fridays would not exceed once per month.

Responsibilities include:

- Answering phone calls including scheduling appointments and other patient communication
- Processing insurance and coordination of benefits
- Presenting treatment plans, patient billing, and collecting copays
- Maintain patient records and ensure accuracy of information.
- Communicate and correspond efficiently and accurately with other dentists and specialists.

We look forward to hearing from you! Email your resume or stop in at Karla McDonald, DDS and meet the team!

Job Type: Part Time

Expected hours: 30 hours per week

Compensation: \$18-22 per hour based on experience

Benefits:

- Dental insurance
- Paid time off
- Professional development assistance
- 401k retirement

Healthcare setting:

- Dental office

Schedule:

- No weekends

Ability to commute/relocate:

- Wisconsin Rapids, WI 54494: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Dental office (Preferred)

Work Location: In person