

Dental Receptionist/Treatment Coordinator

We are seeking an experienced dental receptionist/treatment coordinator to join our team. If you are conscientious, detailed and love working with great patients, we are looking for you. Beautiful, progressive WDM dental office. Excellent working conditions. Please refer to partial job description found on website link at epruedental.com

Dental Experience preferred.

Dental Receptionist partial job responsibilities

- ◆ Be a committed team player
- ◆ Answer telephones promptly and pleasantly
- ◆ Greet patients upon arrival handle patient scheduling
- ◆ Handle patient hygiene appointments
- ◆ Handle chart reactivation
- ◆ Assist hygienists with charting (training provided)
- ◆ Handle patient treatment plans
- ◆ Be a self starter
- ◆ Responsible for maintaining a full and productive schedule
- ◆ Handle unscheduled treatment follow up
- ◆ Other duties as assigned
- ◆ Be an enthusiastic, motivated team player