

Dental Receptionist- Coordinator North Yuma - Job Posting: 4520452

Job Description

- Dental Front Office Coordinator facilitates the assisting of patients on the phone and in person.
- Coordinates and organize appointments and administration to facilities the efficient running of the dental office.
- This position contacts and advises prospective and current patients; prepares and maintains patient contact information and office billing records; coordinates parents' appointment with front and back-office staff and administration; complies with appropriate office policies and procedures.

Credentials Needed

- High School diploma or GED.
- At least 2 years of experience in a dental front office.
- Experience in dental insurance preferred.
- Bilingual in English and Spanish
- Must have a valid CPR card
- Must obtain a fingerprint clearance card and be able to successfully pass a background investigation. If not already obtained, Fingerprint Clearance Card application must be submitted within 5 business days of employment

Resume and application required. This position will be designated as a "Lead" position, depending on applicable experiences.