

	Employment Opportunity
Placement Number	11501
Location	Novi, Michigan
Full Time or Part Time Status	Full Time
Position Title	Dental Receptionist
Description	Moderate to Fast Paced Family & Cosmetic Dental Practice with over a patient base of 6,000. Owners have 3 locations
Type of Practice	General & Cosmetic Family Dentist
Current Team Dynamics	2 FT General Dentist 1 PT Periodontist 1 PT Oral Surgeon 1 PT Orthodontist 3 FT RDH 3 FT Dental Assistants 2 FT Dental Receptionists 1 FT Office Manager
Skills Required	<ul style="list-style-type: none"> •Experience with Dentrix is a must • Knowledge of Dental Insurance •Able to check on insurance eligibility •Present treatment Plans to Patients and schedule appointments •Check patients out •Submitting pre- determinations for patients • Recare/ Recall - to keep open time under 10% of open time

Average Hours	35-40 hours per week
Scheduled Hours	<p>Mon: 8:00-5:00 Tue: 1:00-8:00 Wed: 8:00-5:00 Thur: 7:30-4:30 Fri: 8:00 to 2:00 "Sat: 8:00-2:00 1 Sat. per month and NO Summer Saturday's (May-Sept)"</p>
Benefit	Dental, Holiday, Vacation, Medical, 401K, Uniform, incentive plan
Top 3 - 4 Priorities	<p>1. Builds relationship with patients</p> <p>2. Multi tasker</p> <p>3. Results Oriented</p> <p>4. "Go Getter"</p>
Pay Scale	<p>\$16 -\$23 Depends on Knowledge and Experience</p>