

## Employment Opportunity

Location

Chesterfield

Position Title

Dental Receptionist

Description

Moderately paced Family Oriented Dental Practice in search of a dental receptionist to join their team. The practice provides general, cosmetic and sleep apnea services. \*

\* Must be willing to travel for professional development

Type of Practice

General & Cosmetic  
Family Dentist

Current Team Dynamics

3 Administrative Team members  
1 Dentist/Owner  
2.5 RDH  
2 Dental Assistants

Duties

- Knowledge of Dental Insurance is a plus
- Schedule appointments
- Checking Patient's Insurance Eligibility
- Check patients in & out
- Data Entry / Update patient files
- Light clerical such as drafting letters and sending out "new patient" letters
- Address "Inbound" calls and conduct "follow Up " calls

Average Hours

35- 37 hours a week

Scheduled Hours

Mon 9:00 am -6:00 pm \*  
Tue 9:00 am -6:00 pm \*  
Wed 9:00 am -7:00 pm \*  
Thur 9:00 am -5:00 pm \*  
Fri 9:00 am- 2:00 pm[ 2 x/month] \*  
Sat 9:00 am - 1:00 pm [ 1x/ month]  
\* 30 minute daily arrivals

Benefit

Medical Benefits  
Holiday Pay  
Vacation  
Eligible for Team Bonus

Competencies

Excellent communication skills  
Gregarious personality  
Working Knowledge of Microsoft Word  
Experienced with Dentrix / Easy Dental is a must  
Typing - Min of 40 WPM  
Minimum of 2 years' of front desk experience

Pay Scale

\$19 per hour + Team Incentive