

# Dental Receptionist

We are looking for a dental receptionist to join our team! If you are energetic, enthusiastic, a top performer, and willing to take yourself to the highest level professionally, then this position may be right for you! Please call Ashley at 715-646-2161 or drop off your resume to River Birch Dental in Centuria, WI.

## Job description

At River Birch Dental, we strive to treat all our patients as if they are family. We conveniently offer a number of comprehensive dental services that can benefit the whole family. No matter the reason for your visit, you'll always feel at home with our supportive and friendly team.

We are seeking a friendly, outgoing person to become a part of our team as a Dental Front Office Team Member! You will be the first smiley face to greet all our patients that walk into our clinic. Your most important job will be to answer the phone and make sure the patients feel they are being taken care of. We would prefer dental knowledge from our applicants, but are also ready to train someone that is eager and willing to learn that is the right fit to join our work family. We believe in being the best version of yourself, both for YOU and your job, so we need an employee that is prepared to learn and grow into a lifelong career with us.

## Responsibilities:

- Answer phone calls, text messages, and e-mails
- Greet patients with a SMILE
- Solve problems both individually and collaboratively
- Collect payment from departing patients
- Work effectively and efficiently in a fast paced environment
- Communicate pertinent information to designated departments
- Deal with Insurances companies and claim submissions
- Willing to take on any task necessary within the scope of practice

## Qualifications:

- Ability to build rapport with patients and co-workers
- Strong organizational skills
- Excellent written and verbal communication skills