

Employer	Cherry Log Oral Surgery Enterprises, LLC (CLOSE) Office of Dr. John C. Pritchett 9 White Dove Lane, Cherry Log, Georgia 30522
Position	Patient Care and Referral Coordinator (AT) Level 1- Entry Level; Level 2- Qualified, Level 3- Fully Qualified, Level 4- Certified
Wage	Starts at \$17.05/hr, based on training, experience in dentistry and oral surgery 8 hours per day, minimum 3 days per week. 40 hours/week maximum, based on employee availability. Leave: 1 day (8 hours) for every 192 hours worked, estimated 8 days/year. Paid Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day
Availability	October 15, 2023
Purpose	Attend to patients and referrals on the phone, email, Rhinogram, and in person. Coordinate and organize appointments and patient care to facilitate the efficient running of the office. <i>CLOSE Mission Statement: The Cherry Log Oral Surgery Team strives to positively influence our community through outstanding personalized service, dedication to education, and providing a comfortable and pleasant surgery experience to everyone we encounter.</i>
Tasks and Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> greet patients <input type="checkbox"/> register new patients according to established office protocols <input type="checkbox"/> assist patients to complete all necessary forms and documentation <input type="checkbox"/> verify and update patient information <input type="checkbox"/> inform patients of dental office procedures and policy <input type="checkbox"/> move patients through appointments as scheduled <input type="checkbox"/> enter all relevant patient information into data system <input type="checkbox"/> maintain and manage patient records in compliance with privacy and security regulations <input type="checkbox"/> answer and manage incoming calls <input type="checkbox"/> respond and comply to requests for information <input type="checkbox"/> schedule patient appointments <input type="checkbox"/> confirm upcoming appointments and recalls according to office protocol <input type="checkbox"/> check daily appointment schedule <input type="checkbox"/> arrange patient charts for next day appointments <input type="checkbox"/> fill in cancellations and no-shows <input type="checkbox"/> organize referrals to other dental/medical specialists <input type="checkbox"/> dispatch lab work appropriately <input type="checkbox"/> collect and receipt payments from patients at time of treatment <input type="checkbox"/> inform patients of financial treatment plan options <input type="checkbox"/> arrange payment schedule with patients <input type="checkbox"/> prepare and mail billing statements <input type="checkbox"/> prepare claim forms for dental insurance <input type="checkbox"/> sort and distribute incoming and outgoing post <input type="checkbox"/> monitor and maintain inventory of dental office supplies <input type="checkbox"/> update patient education materials <input type="checkbox"/> maintain a professional reception area <input type="checkbox"/> safeguard patient privacy and confidentiality

Education and Experience	<ul style="list-style-type: none"> <input type="checkbox"/> general education degree or high school diploma <input type="checkbox"/> knowledge of dental terminology, procedures and diagnosis <input type="checkbox"/> knowledge of computer and relevant software applications <input type="checkbox"/> knowledge of general administrative and clerical procedures <input type="checkbox"/> basic understanding of dental insurance benefits <input type="checkbox"/> ability to learn and utilize DSN OMS Exec software <input type="checkbox"/> current Basic Life Support (BLS) certification required
Key Competencies	<ul style="list-style-type: none"> <input type="checkbox"/> communication skills <input type="checkbox"/> information collection and management <input type="checkbox"/> planning and organizing <input type="checkbox"/> accuracy <input type="checkbox"/> customer service skills <input type="checkbox"/> teamwork <input type="checkbox"/> initiative <input type="checkbox"/> adaptability <input type="checkbox"/> confidentiality
Advancement	<p>Preference and advanced standing may be given for:</p> <p>Fellowship in the American Association of Dental Office Managers (AADOM)</p> <p>Certified Dental Practice Management Administrators (CDPMA)</p> <p>Bachelors of Business Administration (BBA) from an accredited institution</p> <p>Masters of Business Administration (MBA) from an accredited institution</p>
Date of Posting	09/30/2023
Apply to:	To apply, send resume to CLOSE Hiring Manager CLOSEcareers@gmail.com