



4951 Business Park Boulevard Anchorage, AK 99503

WWW.ANHC.ORG

## **POSITION ANNOUNCEMENT**

### **DENTAL OFFICE SPECIALIST – Full time or Part time**

**SUMMARY OF POSITION:** The Dental Office Specialist is responsible for the daily functioning of the dental front desk and is the hub of communication between patient, dentist and clinic staff. Serves as the focal point for the dental appointment system by answering telephones and referring callers to the appropriate dental source. Schedules and confirms appointments for patients according to established center protocols, verify insurance coverage and establish, maintain, retrieve, monitor patient records and present treatment plans to include out of pocket cost to the patient. Generates paperwork to register patients for dental services and triages appointments for dental staff according to written protocol. Due to the multiple tasks and responsibilities, this position requires working from multiple electronic health records: Intergy Electronic Records (ER), Intergy Electronic Medical Records (EMR), and Dentrix Electronic Dental Records (EDR). In addition, must have working knowledge of dental terminology, dental insurance, CDT and ADA codes.

**QUALIFICATIONS:** High school diploma or the equivalent required. A minimum of two years' dental experience and verifiable cash handling customer service experience required. Dental billing experience a plus. Working knowledge of computer required; previous experience with dental software preferred. Must be detail oriented, have excellent communication and telephone skills. Must have and maintain a good attendance record.

**HIRING RANGE:** \$16.32 - \$20.40

**OPENING DATE:** December 7, 2018

**CLOSING DATE:** Open until filled

To learn more about working for Anchorage Neighborhood Health Center please visit <https://www.anhc.org/careers>

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