



NH Job Posting

Dental Office Coordinator 40 Hours

Due to expansion, Neighborhood Health is accepting applications for a Dental Office Coordinator to coordinate dental department personnel and their activities. The Dental Office Coordinator will report to the Patient Access Manager.

Specific duties include:

- Assists the Patient Access Manager/Chief Dental Officer in the day-to-day management of the dental front and back office.
- Coordinates with the Patient Access Manager and management team on the goals/objectives of the PSR department.
- Responsible for ensuring data collection, preparing reports, answering correspondence, and compiling statistics for administrative and regulatory purposes as required.
- Ensures that patients are greeted in a prompt, courteous, and professional manner when arriving at NH facilities.
- Works with billing staff to resolve denial issues and effectively train PSR staff to limit insurance denial.
- Oversees the maintenance of the operatory units to ensure they are functioning properly.
- Coordinates internal and external activities necessary to maintain optimal functioning of dental instruments, equipment, technology, and facilities.
- Monitors sterilization and equipment maintenance logs to ensure compliance with regulatory bodies.
- Ensure an adequate supply inventory is maintained and operatories are clean and well stocked.
- Remains current in advanced practice changes within area, and where relevant, translates these findings into clinical practice

Full time position with benefits. High School diploma or GED required. Minimum of 3 years of work experience in dental, medical, public health or social service required. One year of supervision required. Prefer experience with dental practice management systems. Additional appropriate education may be substituted for one year of work experience. Interested candidates should send a resume along with a cover letter to NHCI Human Resource Department at: P.O. Box 11949, Fort Wayne, IN 46862 or by email at HRDEPT@NHCI.ORG or fax (260) 969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.