



Neighborhood Health – Dental Patient Services Representative  
Full-time, 40 Hours

As a patient-centered medical community, Neighborhood Health is committed to building healthier communities by delivering quality, comprehensive care. We offer medical, dental, vision, and behavioral health services, along with the women's, infants, and children's (Indiana WIC) program, all in one convenient, centralized location.

Neighborhood Health is seeking a Dental Patient Services Representative to provide professional customer service by greeting, registering, and checking out patients in a prompt, pleasant, and helpful manner. As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas.

What you will do:

- Obtain and enter new patient demographics: update patient information, as necessary, in the computer system to maintain accuracy for billing.
- Research, enter, and update all information needed to complete the billing process. Verify income for self-pay patients, verify insurance and Medicaid coverage, and verify eligibility to various programs that affect the billing process.
- Verify that charges in the computer and entries on the patient ledger are the same.
- Collect copays and balances, as required by office policies. Distribute copies of receipts to patients.
- Balance charges and receipts at end of each shift.
- Call patients to preregister and confirm appointments, updating demographic and pay source information.

Requirements:

- Minimum of one year in a medical / dental office.

Education Requirements:

- High School Diploma or GED

This position is full-time with benefits. We offer competitive pay, health and dental insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).