



Job Description Form

Location:

Job title: Appointment Coordinator

Type of position:

Full-time

Part-time

Contractor

General Description:

We are looking for an energetic, friendly, reliable, team player to join our growing practice. Under general supervision, the Appointment Coordinator is responsible for soliciting and scheduling patient appointments.

Responsibilities:

- Schedule patient appointments
- Confirm appointments
- File and pull charts
- Assist patients with paper work
- Conducts work in compliance with office guidelines and policies
- Actively participates in the achievement of patient satisfaction
- Achievement of office goals by working efficiently & providing a high level of patient services

Requirements

- Basic computer skills (knowledge of Dentrix helpful)
- Good listener
- Strong customer service skills
- Multitasker
- Excellent Communication Skills

Benefits:

- Health Insurance
- Dental Care Program
- 401(k) Retirement Savings Plan
- Vacation
- Bonus Program
- Sick Time

Passion Statement:

My passion is to make a life difference for the people I serve and those that I serve with.

Central Management Concepts, LLC is a true quality of life tool which virtually frees the dentist to focus on patient care issues.