



## Job Description Form

**Location:**

**Job title: Financial Coordinator**

**Type of position:**

Full-time

Part-time

Contractor

**General Description:**

We are looking for a professional, organized, reliable, team player to join our growing practice. Under general supervision, the Financial Coordinator is responsible for assisting patients with financial options for treatment. The Financial Coordinator is also responsible for keeping the accounts receivables inline with office policy.

**Responsibilities:**

- Collections
- Deposit reconciliation
- Treatment Plans
- Data entry
- Assist patients with Dental Insurance
- A/R
- End of day reports
- 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
- Multi tasker
- Excellent Communication Skills
- Well organized

**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.*