



## Job Description Form

**Location:**

**Job title: Insurance 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 Insurance Coordinator is responsible for assisting patients with the processing of dental insurance claims. Contacts insurance companies and patients regarding outstanding balances. Researches and resolves insurance billing issues.

**Responsibilities:**

- Collections
- Data entry
- Assist patients with Dental Insurance
- Insurance A/R
- Processes Insurance payments

**Requirements**

- Basic computer skills (knowledge of Dentrix helpful)
- Good listener
- Strong customer service skills
- Multi tasker
- Excellent Communication Skills
- Well organized
- 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

**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.*