Job Description

Dental Office Assistant – Business Assistant

Come Join a Successful Dental Practice as an Office Assistant - Business Assistant

A Heartland Dental Care affiliate is looking for a responsible, determined Dental Office Assistant - Business Assistant to join our dental office. The Business Dental Office Assistant will handle various administrative tasks in the front office area. The Business Dental Office Assistant role plays an important part in communicating effectively with patients and maintaining an organized administrative schedule. The dental office is committed to providing optimal dental care, so if you think you have what it takes to help us accomplish this task, we’d love to hear from you. The Business Dental Office Assistant position is [full-time or part-time] and compensation will be based on experience.

About Heartland Dental Care:

Heartland Dental Care is a collection of close to 440 affiliated dental offices that currently reside in 22 states. Our company is comprised of over 5,200 employees. Heartland Dental Care affiliated facilities typically have 1-2 doctors and 6 treatment rooms. Normally these facilities produce over $1 million per year.

We feel that our continued success can be attributed to our focus on culture, care and constant and never-ending improvement. Heartland Dental Care affiliates offer a career in dentistry unlike any other in the industry! We are an alliance of dedicated and dynamic affiliated dentists throughout the United States who are changing the face of dentistry.

As an affiliate of Heartland Dental Care, you will attend extensive training sessions in leading-edge dentistry and customer service. We pride ourselves in providing affiliated dentists personalized hands-on training from many of the best clinicians in North America. In addition, all of your dental team members receive continuing education that well exceeds the industry norm. We proudly invite you to come grow with us!

Job Requirements

Functions of the Dental Office Assistant - Business Assistant

The Business Dental Office Assistant will maintain and organize all administrative functions in the front office, including reception tasks – receiving and distributing office mail and email, answering the office phone and distributing calls or messages accordingly, communicating patients’ arrival promptly, managing administrative records and pulling/filing office charts among other duties. The Business Dental Office Assistant will also work with administrative scheduling, including maintaining office records, documenting patient dental treatments and transactions, following office procedures for patient referrals and scheduling of office appointments. Other duties include maintaining office accounts receivable information, making
financial arrangements with patients before treatments and ordering office and administrative supplies.

**Job Requirements of the Dental Business Office Assistant**

- HS Diploma or equivalent
- Dental experience required
- Outstanding written and verbal communication skills
- A friendly, positive demeanor with patients and dental office team members
- Great administrative organizational skills
- Strong computer skills and the ability to learn new programs
- Must demonstrate a thorough knowledge of dentistry and dental procedures
- Exceptional customer service skills

[http://www.click2apply.net/f6x8vsh](http://www.click2apply.net/f6x8vsh)