DENTAL OFFICE ADMINISTRATIVE ASSISTANT

Job Description:

**Dental Office Administrative Assistants** work alongside the administrative teams in a doctor’s office or clinic to make sure that office operations are running smoothly. Common tasks for Dental Office Administrative Assistants are answering phone calls, solving patient inquiries, scheduling appointments, handling mail, and overseeing patient admission and discharge procedures.

Job Responsibilities:

* Interview patients for case histories prior to appointments
* Update and maintain patients’ health records
* Assist patients with initial paperwork
* Schedule and coordinate appointments
* Process insurance claims in compliance with law requirements
* Use dental software to support all transactions
* Manage receivable and payable accounts and maintain financial records
* Answer patients’ queries and ensure quality customer service
* Collaborate with doctors and nurses to help with dental examinations, schedule tests and order supplies
* Ensure compliance with procedures
* Keep up-to-date with changes in dental and insurance legislation

Job Qualifications:

* High School Diploma
* Associates in healthcare administration or related field preferred
* Experience as a dental office administrative assistant

Opportunities as a dental office administrative assistant or are available for applicants without experience in which more than one a dental office administrative assistant is needed in an area such that an experienced a dental office administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Familiarity with healthcare and dental office practices