



<https://www.orthodonticexperts.com/job/front-desk-chicago-pilsen/>

Front Desk Receptionist

Description

Orthodontic Experts is a busy and fast-paced orthodontic office. We are looking for the best of the best to join our team; with 14 offices in the greater Chicagoland area, 2 offices in Colorado, and 1 in Wisconsin. This year we are on track to open additional offices!

Responsibilities

- Overlook the cleanliness and maintenance of the front waiting area
- Maintain a neat and clean appearance. Uniforms must be worn on patient days. If it is an administrative day casual clothing is acceptable, but employees should still maintain a high level of professionalism through his/her attire.
- Answer all phone calls
- Listen and return all voicemails left in front of office phones.
- Check-in new and existing patients and let the clinical staff know that the patient has arrived
- Collect all necessary patient information for new patients (Patient registration form, Medical History Form, HIPAA privacy notice)
- Check out patients (collect payments, make next appointment)
- Handle questions and provides information to walk-in patients. (This can include discussing the type of insurance the practice accepts, the treatment options available as well as the credentials.)
- Maintain comm-log up to date with all necessary patient/parent communication information
- Review the daily schedule of the clinic for any changes
- Check the daily schedule in advance and fill in any open spots with bondings/adjustments/new patient consultations at least two days prior. Adjust clinic hours based on the schedule.
- Review for Bonding approvals
- Check if all bondings are Approved and Active with insurance (the day before & day of the appointment)
- Understand cancellation policy and reiterate it to patients
- Print end of the day reports. Check collected payments against the report and check all credit card transactions
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Job Benefits

- 401(k)
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Hiring organization

Orthodontic Experts

Employment Type

Full-time

Industry

Dental/Orthodontics

Base Salary

\$ 15.00

Date posted

July 17, 2021

Valid through

30.11.2020

