

Michigan Advanced Dentistry

Strive to thrive. Vibrant smiles. Healthy lifestyles.

Job Title: Patient Coordinator

Who are we?

At Michigan Advanced Dentistry, we strive every day to provide excellence in patient care. Our mission is to help patients thrive with vibrant smiles and healthy lifestyles. Sharing this mission enables us to provide the highest quality dental care and wellness coaching. We are looking for a candidate who embodies these values and is excited to learn and share with patients, the community and beyond!

Roles and Responsibilities

- Patient scheduling using the Dentrix application
- Patient check in/check out
- Provide customer service for inbound and outbound customer inquiry via phone, email and text
- Insurance billing resolution and maintenance
- Ordering office supplies
- Payment processing and invoicing
- Various operational tasks

Qualifications and Skills

- 100% commitment to providing high quality patient care
- Positive team player with quick learning abilities and strong work ethic
- Excellent interpersonal skills
- Ability to move with agility in a fast-paced work environment
- Self-starter
- Innovated thinker

Job Type

- Part to Full time
- Benefits may apply

Why work here?

Are you looking to work for a holistic family dental practice with a patient centric culture and positive working environment? If you share in these values, Dr. Oppenlander's office is the place for you! Our office environment will empower you to provide the highest quality dental care to our patients while feeling valued as a part of ONE team.

If you are ready to make a difference in patients' lives, please Email your resume and cover letter to officemgr@michiganadvanceddentistry.com and include the job title in the subject line