

<https://www.siegelanddolt.com/jobs/8805/>

## Financial Coordinator

### Description

**4 Day Work Week!**

**4 Day weekends, every other week!**

**ALL STAR TEAM!**

**State of the art technology!**

Enthusiastic, experienced Financial Coordinator needed to join our team! Seeking self-starter with strong organizational and communication skills to manage patient and business activities! The Financial Coordinator must be excited about quality patient care, excellent in assisting patients with insurance benefits and managing accounts receivable. This is a position for a “trouble-shooting”, “multitasking” personality! We invite you to join our exceptional, state-of-the-art restorative/cosmetic practice in Northeast Atlanta. The Financial Coordinator is responsible for managing the “business” part of the clinical practice. Responsibilities: Manage and maintain Accounts Receivable. Account Audit Verify, file electronic claims and follow-up on patient insurance benefits Remote Bank Deposits. Process monthly patient statements.. Comfortability with explaining dental procedures with patients Review and prepare financial arrangements for treatment. Comfortable with explaining insurance coverage, financing options. and securing financial agreements with patients. Create and help execute treatment plans while building patient trust and serving as a liaison between patient and doctors. Proficient in scheduling hygiene and doctors’ appointments in a productive, timely fashion. Confirm patient appointments. Serving as a patient advocate or liaison when dealing with referrals and other offices Answer multi-line telephones. Checks patients in and out of office. Maintain and document patients records. Processes new patient applications. Qualifications: 3+ years’ dental experience in front office. Knowledgeable with dental terminology. Comfortable and proficient using a high level of technology. Experienced and comfortable with EagleSoft Practice Management Software. Exceptional human relations skills. Ability to maintain outgoing, friendly attitude with patients and staff even under pressure. Ability to multi-task. Ability to complete tasks within time frame and meet deadlines. Ability to work independently and take initiative. Strong communication skills, both written and oral, are a must. Strong phone skills.

### Hiring organization

Siegel and Dolt Comprehensive Dentistry

### Employment Type

Full-time

### Working Hours

7:30a-5p

### Date posted

May 3, 2023