Job Posting

Title: Dental Patient Services Representative
Base Salary Range: $24.00 plus benefits
FTE: Full-time, Non-Exempt

Seeking for a skilled and dedicated **Dental Patient Service Representative** who wants to make a difference in our community. We want to hear from you if you thrive in a fast-paced, caring, and compassionate environment!

Our Mission:

The Mission of South Central Family Health Center is to improve the quality of life for the diverse Community of inner-city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multicultural environment. To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

General Summary:

The Dental Patient Services Representative (DPSR) is responsible for registering and processing patients for appropriate appointments and services, including, but not limited to: scheduling and canceling appointments; and verifying eligibility for specific programs and services. The ideal candidate will have to perform some of the following essential duties.

- Assists in opening/closing clinic
- Internals and Externals referral processing, scheduling, and follow up
- Telephone outreach to patients on managed care list
- Encounters billing for Managed Care and HMO contracts
- Registers and processes patients for appropriate appointments and services, including, but not limited to: scheduling and canceling appointments; and verifying eligibility for specific programs and services.
- Makes reminder calls for scheduled appointments
- Responding to patient inquiries
- Makes recalls for patients needing follow-up medical care
- Intakes & outtake of patients
- Conducts financial screening of patients, insurance or other medical coverage verification.

Qualifications and Experience Requirements:

- High School Diploma or equivalent
- Must have a minimum of 1-2 years of office experience, preferably in a dental clinic setting
- Vocational training in Office Administration, preferred
- Medical terminology, a plus
- Demonstrate knowledge of safety, infection control & emergency policies and procedures

Skills and Abilities:

- Bilingual and Bi-literate Spanish/English preferred
- Must be familiar with filing systems and medical terminology
- Computer Literate

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Top benefits or perks: As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health care, dental, life insurance
- 403 (b) Retirement plan
- Education Reimbursement
- Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company

Contact/application information:
To apply please visit South Central Family Health Center's website at:
https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent