

Employment Opportunity



Open Position: Patient Care Coordinator
Position Type: Part or full-time (~24-32 hrs/week)
Location: Decorah, IA

Northeast Iowa Pediatric Dentistry is located in Decorah, Iowa. Our mission is to provide specialized and comprehensive dental care for infants, children, adolescents and patients with special health care needs in a friendly, safe environment, with a focus on prevention and education.

We are currently looking to hire a patient care coordinator, who will work either part-time or full-time (negotiable). Candidates for this position should be **highly organized with close attention to detail**.

Listed below are *some* of the job responsibilities expected in this position:

- Make outgoing, reminder phone calls to patients.
- Assist business manager in completing insurance claims.
- Schedule and coordinate dental surgeries under general anesthesia at the local hospital.
- Schedule and coordinate in-office dental sedation appointments.
- Scan paperwork and insurance cards; complete dental surgery pre-authorizations as needed.
- Communicate with local medical providers and facilities.
- Complete clerical duties and correspondence with other dental offices.
- Collaborate with other health professionals and organizations to improve the overall health of our community's children.

Additionally, this position will be responsible for helping bring awareness to the pediatric dental profession, children's oral healthcare and services offered by Northeast Iowa Pediatric Dentistry.

Job Requirements

- High school graduate or equivalent.
- Prior front desk experience in some capacity.
- Grammatical and proofreading skills.

Preferred Qualifications

- Previous history of work in the dental field.

Offered Benefits

- Retirement plan (401K), with employer matching.
- Paid time off (PTO) and paid holidays.
- Dependent Care Assistance Program.
- Health Reimbursement Account (HRA).
- Continuing Education reimbursement.
- Uniforms / scrubs provided.

Interested candidates should send a cover letter and résumé to info@neiapd.com.

Three references should be available upon request.

Northeast Iowa Pediatric Dentistry is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.

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