



<https://www.periocenter.com/job/front-desk-coordinator/>

Front Desk Coordinator

Description

The Front Desk Coordinator ensures the successful operation of the front desk. This position serves as the first and last impression of the office so it is pertinent that the organization and layout of the front desk is clean and streamlined.

The Front Desk Coordinator(s) have one direct report

Responsibilities

Supervisor: PCE Office & Marketing Director

Duties:

- Serves as first point of contact by answering incoming calls as well as checking in/out patients
- Assists Patient Account Manager in making sure all claims, and invoices are sent each day
- Ensures all patient correspondence has been faxed or distributed as needed
- Assists Office Director in public Marketing projects
- Ensures all referrals are placed in patient account for the week
- Ensures all voicemails are checked and calls returned for morning and afternoon
- Coordinates daily routine of the office including verifying appointments for the following day/week, keeps the office clean and well organized

Applicant Requirements:

- High School Diploma required
- 3+ years experience in patient or customer relations and answering phones in a professional environment
- Ability to work Monday through Friday

Applicant Competencies:

- Advanced knowledge of Apple and Microsoft Computers
- Advanced knowledge of phone systems and etiquette
- Prioritizes and organizes work in order to meet deadlines and objectives
- Capable of working in word processing and spreadsheet software
- Ability to work with a variety of personalities to a positive and quality outcome

Hiring organization

Periodontal Center of Excellence

Employment Type

Full Time

Job Location

3 Grogans Park Dr, The Woodlands, TX 77380

Date posted

November 12, 2019