



Insurance Coordinator

Petite Dental & Orthodontics is seeking an experienced, Insurance Coordinator to support our administrative team in providing outstanding care to our families in the South Austin and surrounding communities. Applicants should be kind individuals who are extremely personable, communicate very well, and enjoy interacting with children of all ages and their parents.

The role will require excellent verbal and written communication, ability to multi-task and handle stressful situations, dental terminology and well versed in dental insurance benefits.

The primary duties include greeting patients and families, answering phone calls and emails, scheduling patients accordingly, accurately inputting patient information, verification, and dental benefits, accepting payments, maintain a clean and organized work environment.

This is a full-time position, Monday-Friday with convenient work hours: averaging 36-40 hours per week. Our clinic hours are 7:30-4:30, no late evening hours. Must be available during school holidays when the office is open.

Qualifications:

- Strong verbal and written communication skills. Must be able to communicate clearly and concisely, using correct grammar and pronunciation.
- Personable, must be comfortable meeting and greeting patients and families, communicate in a pleasing voice.
- Responsible and time efficient individual, to ensure schedule runs smoothly
- Ability to work independently and maintain a clean, organized work environment
- Professional and poised appearance and attitude, that reflects the image of the office
- Accurate and detailed intake of patient information
- Knowledge in dental terminology and dental insurance benefits
- Excellent telephone and customer service
- Proficiency in dental practice management software (Eaglesoft and Dolphin preferred)
- Computer proficiency (Word, email/internet)

We offer competitive pay, as well as paid vacation and bonus opportunities, and CE courses.

Our private, single location, specialty (pediatric and orthodontic) dental practice has easy commutes from South Austin, Driftwood, Dripping Springs, Kyle, Buda, and San Marcos.

To apply, send your cover letter and resume to HR@petitedental.com
All inquiries will be kept confidential.

To learn more about our practice, visit www.petitedental.com

We follow all CDC guidelines, all team members are issued PPE (N-95 masks, Face Shields, Gowns), practice is re-organized to socially distance, patient hours are currently limited to 8am-4pm to avoid work fatigue.