



OPEN POSITION

TITLE: DENTAL RECEPTIONIST
SUPERVISOR: DENTIST
LOCATION: RICHFIELD, UT
STATUS: FULL-TIME, NON-EXEMPT, HOURLY
PAY: \$10.00 DOE

CLOSE: JUNE 21, 2019

JOB SUMMARY

Coordinates, maintains and organizes all administrative tasks associated with the front office. This includes welcoming patients, answering phones, checking and responding to emails, answering patient inquiries, scheduling appointments, verifying and checking insurance coverage, organizing and calling unscheduled continuing care appointment, creating dental insurance claims and entering claim payments. Respect and always maintain the privacy and dignity of patient and assure patient confidentiality .

REQUIREMENTS

General Requirements:

- Must be insurable through the Tribe's vehicle insurance.
- Must pass a criminal and fingerprint background check according to P.L. 101-630 standards.
- Must pass a pre-employment alcohol/drug screening.

Education and Experience:

- High School Diploma or equivalent required.
- One (1) year experience in a dental office required.
- Preference given for fluency in Spanish.

License & Certification:

- Must possess, maintain and provide proof of a valid Utah Driver's License
- Must obtain a First Aid, CPR and BLS Certified (Red Cross or American Health Association) within 3 months of and maintain thereafter.

HOW TO APPLY

Application can be obtained online at www.utahpaiutes.org. Please submit your completed application with the following attachments: resume, a copy of your Driver's License and any additional degrees, certificates, licenses, etc., to LaTosha Mayo, HR Manager, at hr@utahpaiutes.org, Fax: 435.867.2659 or 440 N Paiute Dr., Cedar City, UT 84721.

