

## Wanted

# Dental Office Administrative Virtuoso

**The Performance** – You just finished watering the plants and washing the coffee mugs before the first patients arrive. The phone rings, picking it up you realize by their tone, it's Zoe and remember to ask about her daughter's little league game before transferring her call to the Treatment Coordinator following up on her current Perio program. Just as you hit the submit button for the FedEx package that needs to be out the door in 10 minutes, a hygienist requests your assistance with entering data for a new patient's chart on the computer. Now, back at the front desk you're making courtesy calls to remind patients of their upcoming appointments and updating the provider's schedule in the Dentrix program. Up walks Frank after being escorted back to the front by the dentist completing his treatment and as you complete the electronic insurance claim you casually ask about his wife's oral care needs. Afterwards, you head to the kitchen to grab a bottle of water and one of the dentists corners you to thank you for the great job you did making their previous child patient comfortable. When you finally make it back to the front desk; you look up at the clock, only to realize its 10:30am. You take a deep breath, smile to yourself for handling everything with grace and professionalism. And the phone rings...

**The Stage** – A fast-paced, high-tech dental clinic nestled in the heart of Brooklin Village, north of Whitby. We're looking for an experienced Patient Care Administrator with a quick mind and warm heart for a full-time or part-time role who will support our clinical team members and keep our 8-chair office humming! All our team members enjoy competitive wage packages, which includes benefits and flexible scheduling.

**The Audition** – Resourcefulness and strong work ethic is just part of your character; however we do need you to WOW patients and be able to instantaneously flip from one task to another without losing track of priorities or losing your smile. You're proficient in MS Office, Dental Management Software (Dentrix preferred, but this is not a deal breaker), and understand the language of oral healthcare (i.e. the #33 mesial surface is not a lunar crater). Co-workers admire your ability to "think on your feet" and "be all over the details" with grace and competence. Lastly, we pride ourselves on making it easy for our patients to fit dental care into their hectic lifestyles, so that requires all our team members to work some evenings and Saturdays.

**The Casting Call** – If you're looking to evolve from chairside assisting or are frustrated with gas prices impacting your commute into the city, send us your resume, including a half-page write-up that reveals your patient care and administrative accomplishments. We'll be back to you in 24 hours if we feel you have what it takes to make our dental practice sing!