

Job Title:	Patient Care Representative	Region:	ASC
Reports To:	Patient Support Center Supervisor	Status:	Non-Exempt
JOB DESCRIPTION			
Our Patient Care Representatives handle a high volume of incoming calls, provide office support with a variety of clerical activities and related tasks. They report directly to the Patient Support Center Supervisor. Patient Care Representatives will confirm and schedule patient appointments, perform administrative tasks, maintaining office records, documenting patient records, following office procedures. ROLE AND RESPONSIBILITIES • Answering inbound patient calls • Confirming Patient appointments • Participating in outbound call initiatives • Various office support duties • Reviewing patient charts and office schedules • Scheduling and confirmation of patient appointment • Verifying state insurances • All other responsibilities as deemed necessary by the Patient Support Center Supervisor QUALIFICATIONS AND EDUCATION REQUIREMENTS • Excellent verbal and written communication skills • Outgoing personality, ability to build rapport and develop relationships over the phone • Ability and drive to meet company goals • Computer and internet proficiency • Professional appearance and behavior • Experience with customer service or call centers preferred • Dental experience or the ability to learn and retain dental terminology quickly <i>Apply online at AlliedDental.com!</i>			