

Financial Coordinator

Wake Forest

Full-time/Monday-Friday and 1 Saturday per month

Qualified candidates will possess the following:

- o Minimum of 1 year administrative experience in a paperless dental office
- o Thorough understanding of dental insurance: coding/electronic claims/EFT payments
- o Excellent communications skills with a professional demeanor
- o Outstanding customer service skills
- o Exceptional work ethic
- o Self motivation with the ability to manage multiple priorities and tasks
- o Strong results orientation
- o High level of integrity
- o Flexible work style
- o Desire to learn, achieve and be successful

Duties will include but are not limited to:

- o Manage AR
- o Check out patients
- o Post payments to patient accounts
- o Verify insurance coverage and benefits
- o File claims and pre-determinations
- o Follow up on outstanding claims
- o Assist patients with payment options and financing treatment
- o Provide patient support for insurance inquiries and explanations

Compensation/Benefits:

Aggressive pay

Monthly incentives

Medical, Dental, and Vision

Paid Vacation and Holidays-immediate accrual

Uniforms provided