



Feil Orthodontics

Job Title:

Treatment Coordinator

Job Summary:

Feil Orthodontics is seeking a Treatment Coordinator to join our energetic team. The Treatment Coordinator will assist patients in understanding the orthodontic treatment and financing options that best meet their needs. The ideal applicant would have excellent verbal and written communication skills, must be a team player, and strong desire to serve patients.

Job Duties:

- Contact new patient inquiries and referrals
- Communicate orthodontic treatment options in detail to patient and family
- Confidently present financing options that meet the patients' needs
- Provide outstanding customer service to patients and referring facilities
- Prepare patients for orthodontic treatment by welcoming, comforting, and seating patients
- Coordinate patient care plan with Operations Officer and Administrative team
- Operate X-ray machines
- Provide dental assistance in clinic as needed

Education Requirements:

- High School Diploma or GED
- X-Ray certification
- CPR certification
- Experience as a Treatment Coordinator or Dental Assistant (preferred)

Work Schedule:

40 hours per week

Benefits:

- Health, vision, and dental insurance
- IRA match
- Paid holidays and vacation time

Apply Now!

Please visit our website at www.bismarckbraces.com to apply today!