



**NHCI Job Posting
July 8, 2019**

Dental Patient Services Representative 40 Hours

Are you a compassionate, motivated person who strives to make everyone you meet feel at home and care for? If so, we want you on our team!

Neighborhood Health Clinics is looking for a Dental Patient Services Representative, 40 hours per week. You will get to be a part of a team-oriented, supportive environment with no weekend shifts, 8 paid holidays, and an attractive benefits package.

As a member of our growing team you will enjoy a fun and diverse community of health care professionals whose goal is to improve access to health care in our community and surrounding areas.

What you get to do:

- Welcome patients and help them with getting settled for their visit.
- Assist in obtaining and entering new patients into the system; update/verify patient information as needed.
- Help self-pay patients with verifying their income and assist insured patients by verifying their Medicaid coverage and help to determine eligibility of all patients for programs to assist them with their billing.
- Aid in collecting co-pays and balances and ensure patients receive copies of their receipts for their records.
- Accurately balance charges and receipts at the end of each shift.

Full time position with benefits. High School Diploma or GED required. Training in medical and/or dental office and billing procedures. Associates Degree in Medical Assisting or certification as a dental office specialist preferred. Minimum of one year experience in dental or medical office. Word processing and computer experience required. Knowledge of dental terminology and coding. Experience with medical or dental office software program. Bilingual preferred. Interested candidates should send a resume along with a cover letter to NHCI Human Resource Department at: P.O. Box 11949, Fort Wayne, IN 46862 or by email at HRDEPT@NHCI.ORG or fax (260) 969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.