Busy Large Dental Office looking for a Predetermination Specialist to add to our team!

We are an innovative, extremely personable dental practice located in Times Square with a mission to deliver a level of dentistry that patients can rely on, backed by over 35 years of experience, and complemented by warm customer care and comfort - all at in-network pricing.

Candidate must be positive, have a professional appearance, be outgoing and friendly, hardworking, punctual, goal oriented, and DEDICATED to the success of the dental practice. Your duties require you to get patients to come in for the work they have been approved for from their insurance carrier. You will need to reach out to patients via the telephone and have the ability to convince them to come in and see the dentist.

We are looking to hire the RIGHT candidate in terms of communication skills, must be able to strike up conversations with ease. Experience in the dental field is preferred and some training will also be provided.

Requirements:

* Excellent interpersonal, written and oral communication skills.
* Excellent listening skills and the ability to ask probing questions, understand concerns, and overcome objections.
* Strong work ethic, able to effectively manage multiple priorities and adapt to change within a fast-paced environment.
* Must have professional and friendly attitude.
* Ability to learn and navigate OPEN DENTAL
* Ability to type 30 wpm+
* Experience with Locals and union insurance's
* **Previous Dental Office experience highly preferred**