Busy Large Dental Office looking for a Treatment Plan Coordinator 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. We are currently looking to add an enthusiastic Treatment Plan Coordinator to our already awesome team!

EXPERIENCE IS A MUST. Training will also be provided.

Candidates must be positive, have a professional appearance, be outgoing and friendly, hardworking, punctual, goal oriented, and DEDICATED to the success of the dental practice.

Responsibilities include providing above and beyond customer service, collecting appropriate paper work and scheduling patients for treatment with our doctors along with insurance verification. Manage collections, scheduling patients, organizing and updating patient charts, reviewing patient’s insurance coverage, treatment planning, coding and processing of insurance, resolving any disputed amounts and ensuring positive, professional care.

We are looking to hire the RIGHT candidate in terms of communication skills, must be able to strike up conversations with ease.