**Insurance Verification Specialist for Busy Dental Office Needed Immediately!**

Dental practice is seeking an energetic, organized Insurance Verification Specialist to join its team. The candidate must have excellent communication skills, an outgoing personality, a great presentation and feel passionate about their responsibilities. Knowledge of dentistry and the ability to communicate dental needs is an absolute must!

Knowledge of computers, the internet, digital X-rays and Open Dental/Dentrix are an absolute MUST!!! We offer our patients multiple dental specialties. We are in the process of growing and would love to have someone join our team.

Duties included but are not limited to:

* Run the "Anticipated NP with Insurance" Report daily on Open Dental Query.
* Run the "Appointments and Insurance" Report daily on Open Dental Query.
* Verify New Patient insurance benefits thoroughly, accurately and in a timely manner using VOI (verification of insurance) sheet.
* Entering insurance information into the computer on the patient's Family module.
* Verify patient's benefits and eligibility for patients who are already scheduled two days before appointment.
* Enter insurance Fee Schedule in Open Dental.
* Call patients to obtain any additional insurance information.
* Enter notes on upcoming appointments (i.e. coverage details, term date and history).
* Ensure each patient has a VOI attached.
* Informing Call Center if patient insurance is terminated.
* Answer emails from Call Center and Front Desk.

We offer our staff:

* Medical Insurance
* In-house Dental Coverage
* Vision Insurance
* Paid Vacation
* Sick Days
* Discount Gym Membership and
* Staff Outings

We are looking for a Rockstar to join our team that will be able to work extended hours and Saturdays as needed also be an all-around team player. Starting salary will be $13 - $14 per hour during the initial probationary period and is negotiable after you have proven you have the skills we desire.

Requirements for this position:

* 3 years minimum of experience in the dental field.
* Experience with Open Dental/Dentrix Software.
* Ability to multi-task.
* Excellent interpersonal, written, and oral communication skills.
* Excellent listening skills and the ability to ask probing questions, understand concerns, and overcome objections