Downloaded from <https://www.velvetjobs.com/job-descriptions/dental-receptionist>

# Example of Dental Receptionist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of dental receptionist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for dental receptionist

* Ensure that all necessary demographic, billing, and clinical information is obtained and entered in the database with timeliness and accuracy
* Greet and check-in patients (students)
* Assist in the coordination of all Specialist activity within the office
* Handle patient inquiries in a through and timely manner
* Assist with reviewing treatment plans and fees with patients
* Follow up daily on insurance inquiries
* Print pre-authorizations daily, attaching films and Documentation as required
* Assist with contacting patients immediately upon receipt of predetermination notices, schedule appointments or note follow-up in patient’s chart
* Assist with making sure patients have made financial arrangements prior to beginning treatment
* Duplicate films as needed for clinical staff or insurance companies

## Qualifications for dental receptionist

* Pedo experience, a plus
* Must have exceptional customer service experience
* NEW PATIENTS
* 1+ years' experience working in a dental office is a plus
* 1+ years' experience working in a dental office is preferred
* Must speak Portuguese