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

# Example of Dental Receptionist Job Description

Our innovative and growing company is hiring for a dental receptionist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for dental receptionist

* Assist in preparing and sending Thank You cards and referral gifts
* Accurately complete all closing duties at the end of the day
* Act as receptionist
* Checking Patients in for appoitments
* Scheduling appointments over the phone
* Booking follow ups
* Orangizing the office and patient files
* The Receptionist is the first line of customer service for all patients and visitors entering our office

## Qualifications for dental receptionist

* Must have 1+ years' of experience working in a dental office
* 2+ years of experience working in a doctors or medical office, dental experience preferred
* 1+ years' experience working in a dental, medical, or other health-care office, preferred
* Must have 1+ years' experience working in a dental, medical, or other health-care office
* Must have 2+ years' experience working in a dental office at the front desk
* Must have knowledge of insurance plans (HMO/PPO)