

# Modoc Medical Center

## JOB ANNOUNCEMENT

**Final Filing****Date:**

Open Until Filled

**Dental Coordinator**

Canby Clinic

Full Time

**Wage Rate:**

\$19.60 - \$28.61 per hour

Modoc Medical Center is accepting applications for a full-time, benefited, Dental Coordinator at our Canby Clinic. Under the supervision of the Clinic Manager, the Dental Care Coordinator is responsible for the establishment and ongoing management of relationships between the patient and provider teams at Canby Family Practice Clinic.

**Job Responsibilities include (but not limited to):**

- Manages all records requests and releases.
- Creates outgoing referrals and schedule all incoming referrals.
- Ensures that all forms for consent are signed by the patient.
- Contacts insurance companies to obtain pre-authorization for certain procedures.
- Contacts doctor's offices for consent for treatment or medical release as needed.
- Maintains schedules along with scheduler.
- Reviews treatment plan and daily charges.
- Prepares treatment estimates for the patient.
- Prepares letters to Strong Family Health for treatment authorization.
- Prepares financial agreements for services not covered by insurance.
- Enters patient alerts in chart.
- Calls in prescriptions.

**Minimum Qualifications:**

- High School diploma or equivalent
- Current CPR card.
- Two year's dental experience preferred.
- Basic computer knowledge and proficient in Microsoft Office applications

**Application Process:**

For an application, apply on-line at: [www.modocmedicalcenter.org](http://www.modocmedicalcenter.org).

Modoc Medical Center - Human Resource Department

P.O. Box 190 – Alturas, CA 96101

[www.modocmedicalcenter.org](http://www.modocmedicalcenter.org)