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## Job description

The Financial Coordinator insures quality dentistry is financially available to patients, communicates with patients regarding their treatment plan, determines the best option for financing the recommended treatment, and arranges appropriate financial plans with patients.

### Essential Duties:

- Prepares patient financial action plans.
- Researches patient insurance benefits on diagnosed treatment.
- Coordinates patient financial arrangements according to the financial policy.
- Maintains appropriate financial documentation, including signed financial agreements if financing treatment.
- Records patient financial discussions.
- Provides financial statements to the employer.
- Presents the treatment plan, using models and diagrams, as necessary, and provides patient with related literature.
- Arranges the patient's treatment-planning schedule and books appointments.
- Monitors payments to ensure treatment financing is followed through appropriately.
- Reviews patient charts for any incomplete treatment.
- Verifies charts have complete insurance information.
- Estimates costs of treatment provided.
- Contacts patients when pre-authorization is received and proceeds with scheduling.

**Knowledge/Skills/Abilities:**

- Knowledge of financial coordinator procedures.
- Knowledge of English composition, grammar, spelling, and punctuation.
- Skilled in the use of standard office equipment including: telephones, calculators, copiers, fax, computers, and computer software (MS Excel, Word, Practice Management software).
- Ability to maintain composure and professionalism when exposed to stressful situations.
- Ability to engender trust from the doctors, co-workers, and patients.
- Ability to work cooperatively with management, staff, and patients.
- Ability to prioritize, organize, and complete tasks in a timely and independent manner.
- Ability to accept constructive feedback.
- Ability to understand and follow written and verbal instructions.
- Ability to collect data, establish facts, draw valid conclusions, and maintain confidentiality.
- Ability to communicate and express thoughts and ideas competently.
- Ability to quickly grasp relevant concepts regarding duties and responsibilities.

**Education / Experience:**

- High school diploma or equivalent
- Minimum of 1 year(s) relevant experience in the dental profession

**Physical and Environmental Requirements:**

- May be required to lift up to 65 lbs.
- Sedentary position: may be required to sit for long periods of time.
- Hearing: able to satisfactorily communicate with patients, doctor, and other staff members to ensure that verbal communication is clearly understood, or a satisfactorily-equivalent method of communication.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or operate equipment.
- Vision: close vision, depth perception, and ability to adjust focus.
- Occasional exposure to toxic or caustic chemicals and radiation.
- Exposure to moderate noise levels.
- Exposure to hectic, fast-paced, high anxiety environments.

Additional or different duties may be assigned occasionally at employer's discretion.

Job Type: Full-time

Benefits:

- Employee discount
- Paid time off
- Professional development assistance

Physical setting:

- Office

Schedule:

- Day shift
- Holidays
- Monday to Friday
- No nights
- No weekends

Ability to commute/relocate:

- Broken Arrow, OK 74014: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Excel: 1 year (Preferred)

