



## **Front Office Patient Care Coordinator Position**

Forest Dental Center in Lynchburg, VA, is dedicated to restoring and maintaining the oral health of patients through preventative care and education. The office environment is friendly and patient-focused, ensuring a calming and exceptional experience for all visitors. The team at Forest Dental Center values personalized care and professionalism in every aspect of the practice.

### **Role Description**

- Full time & onsite position

This is a full-time, on-site role for a Patient Care Coordinator at Forest Dental Center in Lynchburg, VA. The Patient Care Coordinator will be responsible for appointment scheduling, phone etiquette, care coordination, and utilizing medical terminology in patient interactions and more.

### **Qualifications**

High school diploma or GED

Appointment Scheduling and Care Coordination skills

Phone Etiquette and Patient Care expertise

Experience in healthcare or dental office settings is a plus

Excellent communication and interpersonal skills

Ability to multitask and work effectively in a team as well as fast paced environment

Attention to detail and organizational skills

### **Benefits:**

- Competitive salary based on experience and qualifications
- Health insurance coverage options available
- Retirement plan with employer match
- Paid time off and holidays

If you are a motivated Dental Assistant with a passion for providing exceptional patient care, we would love to hear from you. Apply today to join our dynamic dental team!

**Job Type: Full-time**

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Vision insurance

**Schedule:**

- Day shift
- Monday to Friday

**Experience:**

- Dental field (Preferred)

**License/Certification:**

- None

**Ability to Commute:**

- Lynchburg, VA 24502 (Required)

**Ability to Relocate:**

- Lynchburg, VA 24502: Relocate before starting work (Required)

**Work Location: In person**