



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