

Front Office Assistant - La Mesa

Full Job Description

✨ What You'll Do

- Greeting all patients with a warm and welcoming smile
- Checking in and checking out patients
- Scheduling appointments to ensure patients receive timely care
- Answering the phones in a timely and friendly manner
- Recare calls/send message reminders
- Present treatment plans to patients in a clear and compassionate way
- Review insurance benefits, financial options, and payment plans
- Communicate confidently with patients, team members, and insurance providers
- Follow up on pending treatment to maximize patient care and case acceptance
- Encourage patients to share their experiences by inviting them to leave reviews and participate in fun, positive social media posts (with their consent)

🔧 What We're Looking For

- Previous experience in dental front office or treatment coordination
- Strong knowledge of dental terminology and insurance
- Strong communication skills and a compassionate, respectful customer service style that makes patients feel valued.
- Comfort with dental practice software - Dentrix Ascend
- Ability to stay organized in a fast-paced environment
- Friendly, positive, and drama-free attitude with a strong commitment to teamwork and collaboration.

💚 Why Join Us

- Supportive and friendly work environment
- Opportunity to grow your dental career
- Competitive pay, PTO, and benefits
- Making a real impact on patients' smiles and health

✉️ To apply, email your resume to **lamesa@maycerdental.com**

We can't wait to meet our next great team member!