

Job description

Oral Maxillofacial Surgeon, Dr. Matthew Shaffner is currently seeking an experienced full-time permanent Dental Receptionist/Medical Secretary for our fast-paced office. This position requires the ability to provide excellent customer service, the ability to multi-task and pay close attention to details. The successful applicant will work as a team member with a Surgeon, RNs, Dental Assistants and Medical Secretaries. We offer competitive wages and benefits.

Duties will include, but will not be limited to:

- Customer Service; in person, over the phone and by email.
- Scheduling and coordination of patient appointments.
- Organize and receive incoming referrals.
- Dental billing.
- Receiving and applying payments.
- Use of POS terminals.
- Chart organization, preparation and filing.
- Maintain inventory and purchasing of office supplies.
- Correspond with private insurance companies regarding patient coverage and dental payments.
- Correspond with Dental offices and dental labs.
- Other Office duties are required.

Other:

- Dental or Medical office experience is an asset
- Successful completion of a Medical Secretarial program or Office Administration program is an asset
- Current CPR & 1st Aid
- WHMIS

Applications are accepted by email at islandomfs@gmail.com

****Only successful applicants will be contacted****

Job Type: Permanent Full-time Monday-Friday 8:00am-4:30pm

Pay: \$23.00-\$25.00 per hour

Education:

- Secondary School (preferred)

Work Location: In person at 24 Linden Ave in Charlottetown.