

Dental Care Coordinator
University at Buffalo, The State University of New York

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Posted Oct. 11, 2023, set to expire Aug. 4, 2024

Job Title	Dental Care Coordinator
Department	Clinics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 11, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Health Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45797

Apply By Email

Job Description

The [School of Dental Medicine](#) is seeking **Dental Care Coordinators**. UB Dental is a vital part of the University at Buffalo School of Dental Medicine. As a teaching facility, we offer our dental students the opportunity to work closely with patients of all ages. In addition, we are a safety net for the Buffalo-Niagara region, providing dental care for thousands of people each year throughout the community.

As a Dental Care Coordinator, you will be responsible for the following:

- Review patient families and patient management with Jr. and Sr. on a regular basis
- Assign all active/comp patient and select limited assignments for Pre Doc Clinic
- Manage the transferring of cases with assistance from Group Directors
- Monitor RVUs/CPEs
- Analyze and monitor clinical reports
- Monitor graduation requirements through axiUm reports

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- Monitor treatment plans for accuracy
- Approve conditional codes for treatment plans
- Confirm Financial portion of Treatment Plans
- Communicate and enforce policies and procedures
- Assist with discharges when needed
- Manage student/patient issues: calling patients when situation requires
- Participate in Orientation
- Participate in the Senior Check Out process
- Projects at Group Director request
- Participate in multiple Clinical Committees

Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.

Outstanding Benefits Package

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

Visit our UBF benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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