

Dental Practice Assistant Tufts University

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Posted Apr. 5, 2024, set to expire Dec. 31, 2024

Job Title	Dental Practice Assistant
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services
Job Website	https://jobs.tufts.edu/jobs/20355?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Since its founding in 1868, TUSDM has been committed to leadership in education, patient care, research, and community service. Students obtain an interdisciplinary education, integrated with medicine, with access to training in dental specialties. Clinics at TUSDM provide quality comprehensive care to more than 20,000 individuals annually. Nationally and internationally, the school promotes health and educational programs and researches new procedures, materials, and technologies to improve oral health.

The undergraduate/postgraduate practice/clinic operations team supports the administrative, clinical and educational efforts, across the Dental School's UG/PG clinics. The undergraduate, postgraduate operations team provides courteous, professional, and effective support services and are committed to providing patients, students, residents and faculty with

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information, guidance and quality service to contribute to a successful dental clinic experience.

What You'll Do

Under general supervision, the Dental Practice Assistant:

- Provides excellent support to a group of 80+ DMD Student providers.
- Builds and maintains positive working relationships with faculty within their group practice.
- Monitors and approves a continuous flow of appointment requests from students, with an average of 150 + appointments in queue.
- Approves appointment request based on approval criteria.
- Works in conjunction with faculty and DMD Student provider to provide administrative support, including Patient Roster Management. Each group practice has an average of 3,200 active patients.
- Performs other related duties to assist in the management of the department.

What We're Looking For

Basic Requirements:

- High School degree/equivalency and 1-3 years of dental office experience.
- Basic knowledge of dental and coding terminology.
- Basic knowledge of dental/medical billing software and Microsoft Office.
- Excellent communication and customer service skills.

Preferred Qualifications:

- Excellent communication skills and customer service focus while dealing with students, faculty, staff & patients.

Pay Range

Minimum \$19.80, Midpoint \$23.55, Maximum \$27.30

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



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Contact Information

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

Contact

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