

Welcome Center Supervisor, School of Dental Medicine
University at Buffalo, The State University of New York

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Posted May 28, 2024, set to expire Sep. 27, 2024

Job Title	Welcome Center Supervisor, School of Dental Medicine
Department	Clinics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/50346

Apply By Email

Job Description

The University at Buffalo [School of Dental Medicine \(SDM\)](#) is seeking a **Welcome Center Supervisor**. This position will report to the Billing Manager. The primary purpose of this position will be to supervise Welcome Center staff. This includes Welcome Center Representatives, Medical Records, Switchboard and Admissions. Additional requirements include performing billing tasks in collaboration with the Billing Supervisor as required. This individual works closely with students, residents, staff and faculty to maintain the efficient effective workflow and operation of the dental clinicals.

Duties and responsibilities will include:

- Supervise Welcome Center staff.

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- Provide back-up for staff when additional help is required.
- Oversee insurance eligibility of benefits and coverage.
- Submission of Medicaid transportation forms.
- Job-related maintenance of axiUM EHR system.
- Deliver exemplary customer service by assisting patients to provide a positive experience across the organization.
- Performs other tasks assigned by clinical operational leadership as needed.

Monday - Friday 8:00 a.m. - 4:30 p.m.

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