

Implant Treatment Coordinator University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257728>

Downloaded On: Jun. 6, 2025 6:13pm

Posted Jun. 4, 2025, set to expire Aug. 4, 2025

Job Title Implant Treatment Coordinator
Department Clinic Operations
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 4, 2025

Application Deadline 06/03/2026
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Health Services

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Job Description

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Implant Treatment Coordinator

Position Information

Position Title: Implant Treatment Coordinator

Department: Clinic Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57400>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The [School of Dental Medicine](#) at the University at Buffalo is seeking applications for an **Implant Treatment Coordinator**. This position will report to the Senior Director of Clinical Affairs. This individual works closely with the implant center director to provide administrative support, patient care and to maintain the efficient effective workflow of the implant center.

Job responsibilities include:

- Receive, examine, inventory and distribute clinical supplies/equipment.
- Use and learn the departmental computer inventory system and Electronic Health Records (EHR).
- Issue and deliver supplies, equipment, and parts from stock.
- Take physical inventory and maintain perpetual inventory records.
- Load, unload and otherwise physically handle equipment, furniture, supplies, etc.
- Manage and stock, clinical store, clinics and labs for the implant center.
- Keep loading, storage, work areas and equipment free of dust, dirt and debris.
- Provide feedback on clinical supplies, equipment and lab orders.
- Coordination of clinical activities.
- Provide patient education.
- Schedule patients for the implant clinic.
- Support implant research activities.
- Manage reports, forms, referrals, screening, cancellations and reschedules in the EHR.
- Mail out patient correspondences and answer telephone calls/questions from patients interested in or receiving treatment.
- Create/update patient records in EHR.
- Assist with verification of insurance/financial approvals.
- Support implant program/tier directors efforts.
- Coordinate training and clinical activities with faculty, staff, students, residents and fellows.
- Performs other tasks assigned by clinical operational leadership as needed.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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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.

Minimum Qualifications

- High school diploma or equivalent combination of education and experience.

Preferred Qualifications

- Ability to work both independently and collaboratively
- Prior work experience in a healthcare facility.
- Prior work experience in a dental office/clinic.

Physical Demands

Must be able to remain in a stationary position, move, ascend/descend, and transport equipment up to 40 pounds.

Salary Range

\$48,000 - \$55,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Asif Abidi

Contact's Pronouns:

Contact's Title: Senior Director of Clinical Operations

Contact's Email: ahabidi@buffalo.edu

Contact's Phone: 716-829-6434

Posting Dates

Posted:

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Deadline for Applicants: Open Until Filled

Date to be filled:

jeid-e18cd84cebc83e43a420869e450ab68f

Contact Information

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

Contact

N/A

University at Buffalo

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