

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

Direct Link: <https://www.AcademicKeys.com/r?job=223382>

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

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

**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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