

Dental Hygienist in the Pittsburgh area.

We have a high end dental office that has a unique approach to dental care. Many people are unsure of their dental health. We have a process that helps them see their situation and choices so they can be happy, comfortable, confident and proud of their teeth!

Major Responsibilities:

- Prepare treatment room by adhering to protocols and procedures
- Perform appropriate dental cleaning for patients dental situation
- Maintain instrumentation by sterilizing, sharpening, and selecting instruments
- Prepare and take dental x-rays
- Detect disease by examining gums, screening for oral cancer, and assessing levels of periodontal disease
- Prepare and administer treatment plans
- Educate patients about good oral hygiene including plaque control and postoperative instructions
- Document services by recording dental histories and recording visits in patient's chart
- Maintain clean and safe working environment by complying with regulations, rules, and procedures

Working Environment:

- Fully digital office with Open Dental Software
- Advanced technology: cordless prophy angle, newer Cavitron model with brand new inserts, voice controlled periodontal charting system Florida Probe, personal intraoral camera
- 60 minute hygiene appointments; 90- minute SRP appointments
- Unique new patient process
- Amazing Culture
- Multiple locations to choose from

Requirements:

- Registered Dental Hygienist
- Licensed to administer local anesthetic
- Pay is DOE and negotiable.

Benefits:

- Commission plus hourly
- Hiring bonus
- 401k with match
- Health insurance, vision insurance, and in-office dental plan,
- Disability policy, life insurance policy.
- Bonus program, retention bonus.

- PTO, paid holidays.
- And more!

Dental Assistant/Expanded Functions Dental Assistant in the Pittsburgh area

We are a private dental practice that is expanding and seeking great individuals to join our dental team. Our dental offices have a unique approach to dental care. We have found many people are unsure of their dental health. We have a process that helps patients see their situations and choices, so they can be happy, comfortable, confident and proud of their teeth. We have found that those that work for us love this approach and that our patients are so grateful they have found us.

We welcome all who have a passion for the dental field, are interested in growing their skill set to a higher level and are excited with new dental technologies to come join our highly motivated and fun team. Our team members are caring and possess a desire to contribute and deliver patient focused care. This opportunity is perfect for individuals looking to advance within their dental career as well as those who do not have prior dental experience and want to get started in a rewarding career.

Major Responsibilities:

- Ensures the practice meets production goals
- Responsible for meeting operative system goals/objectives as outlined in the operative curriculum
- Maintains smooth, effective and efficient daily operations
- Ensures patients have an “extraordinary experience” with their operative appointment and their experience as a whole with Smiles One Family Dentistry
- Fosters an enthusiastic, creative, “can do” attitude, and shares in the responsibility for the company's success in reaching its goals
- Participates as a leader and takes initiative in creating the foundation in which the organization can grow
- Continues to expand one’s dental knowledge, specifically to the Smiles One Family Dentistry’s philosophy of care
- Collaborate with other team members on “areas of opportunity”, miscellaneous project needs and day to day support as available and needed

Working Environment:

- Great Culture
- Fantastic Team
- Great Perks & Benefits
- Job Type: Full-time & In-person
 - Monday-Friday
- Salary DOE and negotiable.

Requirements:

- Dental assisting: 1 year (Required)
- Radiology specialty preferred
- CPR Certification (Preferred)
- EFDA Certification (Preferred)
- X-Ray Certification (Required)

Benefits:

- 401(k) matching
- Employee discount
- Health insurance
- Paid time off
- Vision insurance

Lead Financial Coordinator in the Pittsburgh Area

We are a dental office that has a unique approach to dental care. Many people are unsure of their dental health and we have a process that helps them see their situation and choices so they can be happy, comfortable, confident and proud of their teeth!

We are a fast-paced, modern dental practice with offices located in the greater Pittsburgh area. We provide cosmetic, general, restorative and dental procedures for our patients, including Cerec same-day restorations, bridges, implants, dentures, root canals, extractions, composite restorations, veneers, Invisalign and full-mouth cosmetic cases. We are looking for an OUTSTANDING Treatment Care Coordinator.

Major Responsibilities:

- Ensures direct pod and practice meets its financial production and collection goals, as well as the practices overhead costs are inline with the goals set in each of the expense areas of the practice
- Collaborates with billing and insurance team to ensure the accounts receivables of the practice and insurance management are considered inline with practice financial goals
- Coaches and supports other direct pod and practice team members to ensure they are successful in meeting their goals/objectives and results that are outlined in their respective job descriptions
- Collaborates with their doctors on patient treatment planning and presentations.
- Maintains smooth effective/efficient daily operations
- Ensures and monitors patient satisfaction to ensure an "extraordinary experience" and their experience as a whole with our office.
- Fosters an enthusiastic, creative, "can do" attitude, and shares in the responsibility for the company success in reaching its goals
- Participates as a leader and takes initiative in creating the foundation on which the organization can grow.
- Continues to expand one self's dental knowledge, specifically to our philosophy of care
- Collaborates with other team members on "areas of opportunity", miscellaneous project needs and day to day support as available and needed

Working Environment:

- Full-time: In person
 - Monday-Friday
 - 8 hour shift - Day Shift
 - No weekends
- Salary DOE and Negotiable

Requirements:

- Front Desk exp. required
- Dental exp. required
- Knowledge on Open Dental to schedule appointments (Preferred)
- The ability to collect money up front in a fee for service atmosphere
- Knowledge of how to follow-up on and schedule outstanding treatment
- The ability to coordinate and lead both the administrative & clinical teams

- Excellent multi-tasking skills to thrive in an exciting, fast-paced environment
- 1 Year of treatment coordination (Preferred)

Benefits:

- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Vision insurance

Reactivation Specialist in the Pittsburgh Area

As a Dental Reactivation Specialist, your primary responsibility will be to reconnect with past patients, reactivate them into the dental practice, and promote the dental practice's plan for health discount plan enrollment. You will play a vital role in engaging with patients over the phone, answering and transferring calls, and effectively communicating the benefits of rejoining the practice and enrolling in the discount plan. Additionally, you will be responsible for tracking follow-ups and ensuring a smooth reintegration process for returning patients.

Main Responsibilities:

Patient Outreach and Reactivation: Contact inactive patients via phone calls to re-establish a connection with the dental practice.

Engage in friendly and persuasive conversations to encourage patients to schedule appointments.

Address patient concerns and provide information about the benefits of returning to the practice for dental care.

Health Discount Plan Promotion and Enrollment: Actively promote the dental practice's health discount plan to patients during phone conversations.

Explain the features, benefits, and cost savings of enrolling in the discount plan.

Assist interested patients with the enrollment process and answer any questions they may have.

Call Handling and Transfer: Efficiently handle incoming calls from current patients and potential new patients.

Provide excellent customer service by addressing inquiries and directing calls to the appropriate staff members.

Follow-up Tracking: Maintain a detailed record of patient interactions, including follow-up schedules and outcomes.

Ensure timely and appropriate follow-ups for patients who need more information or additional assistance.

Relationship Building: Foster positive relationships with patients by demonstrating empathy and understanding their needs.

Develop rapport and trust with patients to enhance the likelihood of reactivation and enrollment.

Collaboration with the Dental Team: Work closely with the dental team, including front desk staff and dental providers, to coordinate reactivation efforts and track patient progress.

Provide feedback and insights from patient interactions to help improve patient reactivation strategies.

Requirements:

- High school diploma or equivalent.
- Previous experience in a customer service or sales role, preferably in a dental or healthcare setting.
- Strong communication and interpersonal skills to engage effectively with patients over the phone.
- Persuasive and confident approach to encourage patients to reactivate and enroll in the discount plan.
- Excellent organizational skills to track patient follow-ups and progress.
- Familiarity with dental terminology and procedures is advantageous but not mandatory.
- Ability to work independently and as part of a team to achieve reactivation and enrollment goals.

This job description outlines the main responsibilities and requirements for the Dental Reactivation Specialist position. Duties may be adjusted to align with the needs of the dental practice. The successful candidate will be a proactive and customer-oriented individual who excels in patient communication and reactivation strategies to support the growth and success of the dental practice.

Job Type: Full-time

Salary DOE and Negotiable

Benefits:

- 401(k)

- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Work Location: In person