

PRAIRIESTAR HEALTH CENTER  
JOB DESCRIPTION

**JOB TITLE: DENTAL ADMINISTRATIVE ASSISTANT/BILLING SPECIALIST**  
**REPORTS TO: DENTAL OFFICE MANAGER**

I. JOB SUMMARY / OVERVIEW

- Interacts with dental hygienist, patients, insurance companies and other organizations to ensure dental outreach services are accurately documented, charged and billed. Ensures required documents are submitted to governmental organizations as required.

II. PRIMARY DUTIES

Every effort has been made to include all duties; however, the omission of a specific statement of duties does not exclude the duty from the position if the work is similar, related or is a logical assignment of the position.

- Documentation/computer data entry of patient information.
- Performs insurance benefit verification process and contact health insurance carriers for verification of benefits.
- Assists with patient regarding insurance and/or financial information as directed.
- Assists with the process of initiating future care in dental clinic.
- Interacts with patients and visitors as necessary to support positive clinical environment.
- Performs word processing duties for clinicians and others in the facility as needed.
- Performs computer data entry of patient charges.
- Assists with processing of daily and weekly data entry
- Daily filing and data entry in governmental data bases
- Performs common office related tasks such as filing, emailing, faxing, and copying.
- Confirms with organizations of scheduling events and follows up with building use and staff coordination.

III. EDUCATION / QUALIFICATIONS

- High School Diploma

IV. EXPERIENCE / KNOWLEDGE / SKILLS

- Self-directed and motivated; able to meet established timelines.
- Good verbal, written and interpersonal communication skills; demonstrated ability to communicate with peers and patients/visitors.
- Ability to work in a team environment and take direction.
- Ability to give direction and motivate team members as directed.
- Ability to think creatively and meet challenges with resourcefulness.
- Excellent telephone and customer service skills.
- Good understanding of basic grammar and writing mechanics.
- Demonstrated knowledge in MS Office applications, which include Outlook, Word, Excel, and PowerPoint.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, use the hands and fingers, handle or feel objects, reach with the hands and arms, talk and hear. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and carry 30 pounds.

VI. MISCELLANEOUS

- Accepts and is supportive of change.
- Must possess a high degree of integrity and excellent work ethic.
- Accepts guidance and suggestions for improvement.
- Willing to assist and work with others.
- Maintains strict and total personnel and patient confidentiality.
- Complies with PrairieStar Health Center Policy & Procedure.
- Complete all required in-service training and attend all required meetings

**PrairieStar Health Center reserves the right to revise or change job duties as the need may arise. This job description does not constitute a written or implied contract of employment; rather, it is a clarification of management to bring to the employee changes deemed necessary to this position.**

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Employee Signature

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Date

8/2/2021