

JOB VACANCY ANNOUNCEMENT

Opening Date:	May 27, 2021	Closing Date:	Until Filled
Position:	<u>Dental Program Assistant (On-Call)</u>	Reports to:	Director of Dental
Salary/Wage:	Grade 10; \$30.27 - \$33.42/HR DOE	Department:	Dental
Hours:	Monday – Friday; 8:30am – 5:00pm	Location:	ASNA/SSMH

Summary:

Greet patients and visitors, and answer and route incoming telephone calls promptly and in a professional manner. Schedule dental patients for dental services, update patient registration and complete insurance verification.

On call position to provide fill-in during FT employee vacation/sick leave, may work after normal business hours and on week-ends for specific projects related to dental specialty clinics as assigned by dental director.

Qualification:

Must be able to perform each essential job duty successfully and satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

- Greet patients and/or visitors with courtesy.
- Schedule patients for dental services appropriately, assist in scheduling appointments for follow-up care as necessary.
- Scan documents into dental record, complete and process ROI's for Dental Chart information as needed.
- Support, update, and complete the patient registration process as needed (i.e. obtain and verify insurance information, records and updates necessary personal information in HER/ RPMS and Dentrix, review patient rights, HIPAA disclosures, and secures required signatures for care).
- Assemble and file charts for villages.
- Assist in coordinating non-SSMH provider referrals and appointments with ANMC.
- Coordinate with the Dental Laboratory on active cases.
- Coordinate with the billing department for payments owed, prior authorizations, deposits, etc.
- Sanitize and maintain dental front desk equipment and waiting area furnishing, report any significant needs to facilities, housekeeping, or IT staff.
- Complete Data entry into RPMS for GPRA and Patient Education.
- Assist in maintenance of Dental Patient Continuing Care and Recall lists.
- Record and direct follow-up for any patient compliments, complaints, concerns in a timely fashion.
- Work with hospital departments to help coordinate dental programs and department needs.

Education & Experience:

- High school diploma or general education degree (GED).
- Two to four years of related experience *or* equivalent combination of experience and training required.
- Prior Experience working for SSMH Dental strongly preferred.

Certification/Licensure:

- CPR within 6 months of hire

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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