



Elbowoods Memorial Health Care Centers

*Chief Executive Officer
1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809*

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Dental Receptionist
RESPONSIBLE TO: Dental Director
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center

POSITION SUMMARY: The Dental Receptionist is under the direct supervisor of the Dental Director, shall receive patients and clinic visitors, provide telephone support, schedule appointments and enter other patient data into the Dentrax computer system as indicated, and responsible for the confidentiality and security of all patient information including medical/dental records. Knowledge and follow the current TAT MHA Nation policy and procedures and shall work as a part of the EMHC to promote a positive attitude in an environment of continuous quality improvement.

1. Responsible for scheduling is done properly, recare is maintained, and that all patient contacts are kept up.
2. Contact patients who have not completed dental work that they have been diagnosed as needing.
3. Responsible for stocking and ordering office supplies.
4. Responsible for making sure the dental office is properly closed and secured in the evening.
5. Responsible for smooth and efficient flow of patients.
6. Responsible for the proper entry of information in the Office Management Software (Dentrax).
7. Ensures proper scheduling of patients in accordance with streamlining agreements.
8. Keeps track of all new patients as well as recall patients, making sure that proper appointments are scheduled.
9. Ensures proper coordination with the EMHC Business Office and Billing agency and all required reports/documents submitted correctly and on time.
10. Responsible for Dental staff timesheets submission each pay period, and communicate with EMHC timekeeper so that payroll checks are correct and timely.

11. Ensures office cleanliness at all times; immediately acts on problems relating to utilities, equipment, software, etc. by coordinating with the people concerned.
12. Maintain an appropriate professional appearance and demeanor in accordance with TAT EMHC policy and procedures.
13. Ensure compliance with TAT EMHC policies, as well as State, Federal, Tribal and other regulatory bodies.
14. Provide feedback regarding specific tactics that change financial and patient outcomes which could benefit the rest of the organization.
15. Maintains office business and patient's information strictly confidential.
16. And other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

QUALIFICATIONS AND EDUCATION:

- High School Diploma / GED, **REQUIRED**
- At least one year of experience in a dental office.
- Excellent communication skills necessary, **REQUIRED**.
- Attention to detail necessary.
- Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software), **REQUIRED**.
- Dental Terminology, **PREFERRED**.
- Maintain hard copy and electronic filing system, **PREFERRED**.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must clear Criminal Records Background Check.
- Must pass an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 25 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

Currently there are no housing units available or relocation assistance.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”. Applications will not be returned.