

Now Hiring: Patient Care Coordinator – Join Our Dental Team!

Are you passionate about patient care and looking for a rewarding career in a friendly, professional dental office? We are seeking a Patient Care Coordinator to join our team and be the welcoming face of our practice!

About Us:

We are a modern, patient-centered dental practice committed to providing exceptional care in a warm and friendly environment. Our team values professionalism, compassion, and excellent service.

Location: Pipestone, MN

Job Type: Full-Time

Salary: Competitive, based on experience

What You'll Do:

Check in patients with a friendly and welcoming attitude

Schedule and confirm appointments efficiently

Handle patient inquiries and explain treatment options

Verify insurance coverage and process claims

Manage patient records and maintain confidentiality (HIPAA compliance)

Coordinate with the dental team to ensure smooth office operations

What We're Looking For:

Strong communication and customer service skills

Experience in a dental or medical office (preferred, but not required)

Knowledge of dental insurance and billing (a plus!)

Proficiency in dental software (Dentrix, Eaglesoft, or similar)

Ability to multitask in a fast-paced environment

A positive, team-oriented attitude

Why Join Us?

Competitive pay and benefits

Supportive and friendly work environment

Opportunities for growth and training

Be part of a team that truly cares about patients

If you're ready to make a difference and be part of a dynamic dental team, we'd love to hear from you!

Email resume to stacy@carinhandsc.org and alicia@carinhandsc.org

