



SHINGLE SPRINGS BAND OF MIWOK INDIANS

Shingle Springs Rancheria
(Verona Tract), California
5168 Honpie Road, Placerville, CA
(530) 698-1400 Office • (530) 676-3582 Fax
www.shinglespringsrancheria.com

JOB TITLE **Dental Receptionist**

Duty Station Dental Department – Health & Wellness Center

Reports To Clinic Manager

FLSA Classification Non-Exempt

Rate of Pay DOE

POSITION SUMMARY

The Dental Receptionist will work under the general and direct supervision of the Dental Manager, and collegially with the Supervising Dentist. In the absence of a Dental Manager the incumbent will work under the direct supervision of the Clinic Manager.

SPECIFIC RESPONSIBILITIES

1. Schedules appointments for new and existing patients in the dental, dental hygiene and orthodontic programs.
2. Maintains the dental section of patient records.
3. Assists with the collection of revenue from patients for treatment provided.
4. Verification of dental insurances and ensures eligibility for that day's visit/ treatment.
5. Maintains tracking logs used in patient care activities (laboratory case log, quick-call log, and phone messages, etc.)
6. Participates in monthly safety meetings such as BERT (Business Emergency Response Team)
7. Verifies that lab cases are on hand for patients scheduled for such treatment next day.
8. Maintains a log of laboratory cases that are sent out and received.
9. Assists patients in obtaining appointments with specialists to whom they were referred.
10. Updates patient's information in the patient record as needed.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Completion of GED or High School diploma is required
2. Formal training or on-the-job training in dental assisting, with a minimum of one-year experience in office reception or dental assisting is preferred.
3. Performs job duties in a friendly and strictly confidential manner.
4. Obtains telephone confirmation of appointments for the next day's scheduled patients including reminders of fees due whenever needed.



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5. Maintains a “quick-call” list of patients who can come in on short notice for use when last-minute vacancies arise in the schedule.
6. Must have a Hepatitis B Vaccine or declination form signed (can be administered by Shingle Spring Health and Wellness Center)
7. Must possess a valid California Driver’s License and be insurable by the Tribe’s auto insurer.
8. Will not use illegal drugs, abuse prescription drugs, or be under the influence of alcohol during working hours. Will agree to blood and/or urine level testing for drugs and/or alcohol.

BACKGROUND CHECK

Candidates for this position will be subject to criminal and character background checks and fingerprinting after a conditional job offer is made.

CONFIDENTIALITY

Confidentiality is an absolute must for this position and is cause for immediate termination if not followed to the highest standard.

INDIAN PREFERENCE

Preference in hiring is given to: (1) qualified Shingle Springs Band of Miwok Indians members; and (2) qualified American Indians in accordance with Title 25, U.S. Code, Section 472 and 473. Applicants claiming Indian preference must submit verification of Indian eligibility.