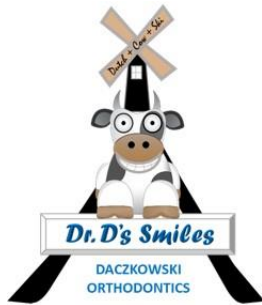


# Practice & Accounts Assistant (Part-Time)

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Monday 8-12, Tues 8-12, Wed 8-12 and Thurs 7-11, Fri 8-12



**Dr. D's Smiles**, Daczkowski Orthodontics seeks a Practice & Accounts Assistant to join our team for our Manassas and Ashburn Offices. Below is a description of what your job would entail. Working at **Dr. D's Smiles** is more than just a job, it's a team sport. Though we have individual functions, when we get busy, we work together! In this role you will be responsible for greeting patients, scheduling, updating patient accounts, assisting in the daily operations, applying patient payments, assembling deposits, producing daily reports and assisting the Practice Manager and the Financial Manager. The incumbent will interact with patients by phone and in person on a daily basis.

**Dr. D's Smiles** is looking for a Part-Time 20 hours per week. Our Practice & Accounts Assistant is ready to make a difference in the lives of families. You will thrive here if you are someone who wants to grow professionally while serving your community at the same time.

**Dr. D's Smiles** offers a 6 holidays and competitive wages.

This position will support the office operations daily and the Practice Manager on a daily basis based on work volume and priorities. It requires an outgoing personality to our patients making them feel welcome as they come in each day.

## **Responsibilities-these are the day to day duties**

- *Checking patients in and out*
- *Handling new and existing patient inquiries*
- *Applying patient payments to patient accounts and follow-up as needed*
- *Patient account updates daily*
- *Calling patients for updated billing/payment information*
- *Applying insurance payments to accounts and insurance coordination*
- *Posting daily payments*
- *Accurately taking and delivering messages*
- *Scheduling appointments*
- *Dental referrals*
- *Collections on aging accounts and reporting*
- *Plan and attend community and marketing events throughout the year for the practice*
- *Supporting social media and marketing campaigns*

## **Mandatory Qualifications**

- *3+ years working as a practice Assistant in a Dental/Orthodontic Practice or medical practice*
- *1 of the 3 years experience directly supporting accounts receivable posting payments to accounts, calling patients for follow-up and maintaining collection lists*
- *3 Professional references that attest to your ability to perform in your function*
- *Proficient with Microsoft Word, Excel*
- *Ability to multi-task and shift projects*
- *Pleasant demeanor and welcoming*
- *Good communication skills*
- *Flexible and agile to adjust to the needs of the practice*
- *Ability to work in a team environment*
- *Knowledgeable with Dolphin and/or Ortho2 Orthodontic software is preferable*
- *3+ years working as a practice Assistant in a Dental/Orthodontic Practice or similar capacity*

Interested? Apply to join our team!

*To apply for this position, send your resume and three professional references with current phone numbers to [drdortho@outlook.com](mailto:drdortho@outlook.com).*