

VACANCY: TREATMENT COORDINATOR & PATIENT ADVOCATE

AWESOMENESS WANTED!

ARE YOU?



An Ambassador: Have a positive attitude and represent who we are. We're changing lives all over the world.

Customer Obsessed: You truly enjoy helping people and enjoy that one-on-one interaction.



Quick: You like to be busy, own and manage your responsibilities and keep the day moving along.

This is a full time mid-level position in a fast paced environment. This position includes professionalization in: patient support and engagement, treatment referrals, and account maintenance.

You will not only interact with the best dentists in the world, you will have the opportunity to change lives and help patients smile with confidence.

KNOW HOW TO...

- > **Guide patients through treatment finance options and approval processes**
 - > **Gather necessary documentation and refer patients to local dentists for treatment**
 - > **Ensure patients have completed financial consent forms and financial agreements per their treatment plan**
 - > **Serve as an advocate for patients receiving treatment and quickly resolve any complaints that may arise**
 - > **Isolate and identify areas of improvement**
 - > **Promote resources and marketing programs available to our patients and providers**
-

This position is primarily customer service based. Dental or orthodontics experience is preferred, but not required. Sales experience and/or bilingual (Spanish) is a bonus.

Our #1 focus as a company is customer satisfaction, both the patient and the trained dentists, and our bar is very high in making sure we solve their problems and that their needs are met. While things will move at a fast pace, ensuring that happiness levels stay at 100% is the ultimate reward.

BENEFITS GALORE!

Here at Six Month Smiles, we offer Competitive pay, Health, dental, vision benefits with 401K plans with up to 4% matching, Commuter Benefits, Group outings and company events, PTO, employee assistance programs and professional training.

If you feel this position is a perfect fit for you, please email us your resume and cover letter at
smcpherson@sixmonthsmiles.com