



adentists.com | 651-222-0351 | info@adentists.com
1371 7th St W | St. Paul, MN 55102

Patient Coordinator

Associated Dentists in St. Paul is currently hiring a full-time Patient Coordinator

At Associated Dentists you will be joining a friendly and professional team at a beautiful modern office. Our culture is centered around work-life balance and a “family comes first” mentality. At our practice, you will never have to work nights or weekends, continuing education courses offered in the office, and exam rooms featuring the latest industry technology. We have an exceptional team of support staff including lab techs and floats, a private secure locker room, high-end facilities, and offer annual uniform allowances. We host several (attendance optional) employee events each year - outings where partners and significant others are invited (we went to TopGolf, Black Stack Brewery and Arcades to name a few).

See below for what a few of our temps have to say about us:

“Super cool office very friendly staff. The dental assistants, front desk, and other Dental Hygienists were super helpful.”

“Very friendly environment and patients all seem very nice and trust the practice so it’s easy to fit right in as a temp.”

“Very helpful and friendly office. Digital radiographs, user-friendly computer program.”

Associated Dentists currently services the areas of St. Paul, Mendota Heights, Inver Grove Heights, Maplewood, Woodbury and surrounding communities. We have a genuine passion for patient care allowing us to provide our patients with optimal experiences and results in our office every day. Our office is made up of five doctors, ten Dental Assistants, ten Dental Hygienists, one sterilization tech, three treatment coordinators, one patient coordinator and three business staff.

Responsibilities

We are seeking a **Patient Coordinator** with an outgoing, friendly personality who loves patient interaction. Responsibilities include helping patients, answering phones, scheduling appointments, and updating patient information. The ideal candidate is detailed, organized, and has a good attendance record. Dental experience is preferred, but a helpful attitude and a passion for providing excellent patient care are a must!

- Greet and assist patients with a friendly, professional attitude.
- Answer phones and schedule appointments
- Update and maintain accurate patient records and information.
- Verify insurance is active and account is updated
- Assist with patient check-in and check-out processes.
- Provide support to Treatment Coordinators



adentists.com | 651-222-0351 | info@adentists.com
1371 7th St W | St. Paul, MN 55102

- Ensure the front office is organized and welcoming.
- Provide compassionate and professional care to all patients, addressing their concerns and ensuring a positive experience.

Schedule/Required Hours

- Full-time
- Monday through Thursday – 7:45am to 5pm
- Friday – 7:45am to 1pm
- **Potential for one midweek day off a week

Salary

- \$19 to \$20+ depending on experience
- Longevity Bonus - payout at 2 yrs, 5, yrs 10 yrs, 15 yrs and further

Health Benefits

- Health Insurance Paid at 50% (Eligibility starts at 60 days of Employment)
- FSA/HSA Available
- Dental Care PF \$2,000 per Year for Operative, Cosmetic Treatment - No Cost for Routine Care
- Vision
- Critical Illness Insurance
- Voluntary Life Insurance
- Short Term and Long-Term Disability Insurance
- A Fantastic 401k Program that Starts 60 days After Employment with 3% Match and a Safe Harbor Match (Advisor comes to the office every quarter for education and help with investments, classes on how to invest, etc)
- Employee Assistance Program- Well-being Care at No Cost - Online Classes and support
- Friends and Family Discount Yearly - \$400 for Employees to Give to a Friend or Family Member Towards Dental Care
- Employee Benefits
- Six Paid Holidays Per Year
- Annual Uniform Allowances
- Annual Continuing Education Allowance - In-office CE offered often
- Office is Equipped with the Latest Equipment & Technology

Other Benefits

- Team Meetings & Incentives
- Team Lunches Quarterly
- Employee Prizes and Contests during Team Meetings



adentists.com | 651-222-0351 | info@adentists.com
1371 7th St W | St. Paul, MN 55102

- "Catching you Doing Something Awesome" Coffee Gift Cards
- Team Leadership Opportunities Yearly
- Office Involvement / In-Office Committees
- Fun Committee
- OSHA Committee
- Welcome Committee
- Marketing Committee
- Kindest Dr.s EVER!
- Teamwork Culture & Environment
- Positive Atmosphere
- Invest in Employee Growth

To Apply - please email Carrie at carrie.p@adentists.com