



HealthSource of Ohio is seeking to hire a Dental Receptionist who is passionate about providing quality healthcare to our patients and communities. We are looking for Friendly, Accessible, Credible individuals to join a great team.

Responsibilities:

- Handles phone calls related to problems and information requests with courtesy, accuracy, and respect for confidentiality
- As requested, assists the supervisor in planning and implementing new programs, with special attention to deadlines and other constraints
- Competently operates standard office equipment and office software
- Orients new patients, and prepares patient charts
- Schedules appointments
- Sorts and distributes mail

Qualifications:

- Completion of a Dental Assisting program preferred
- Certification in Dental Assisting preferred
- X-Ray license preferred

HealthSource of Ohio is an Equal Opportunity/Affirmative Action Employer:
Minority/Female/Disabled/Veteran

	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	