



The Treatment Coordinator is responsible for a variety of educational and financial duties including conducting patient consultations during exam appointments; calculating fees for treatment; coordinating patient financial arrangements; and educating patients about the health risks of not receiving proper treatment. The selected individual will also develop a local marketing strategy and will establish local cross marketing opportunities through the execution of business to business marketing.

Responsibilities

- Confirming all new patient appointments
- Confirming all Initial Bonds (IB) appointments
- Monitor and follow up on pending patients
- Printing & scan new patient information and patient intake forms
- Entering treatment contracts
- Contract/quota tracking
- Inform management daily of sales and progress toward quota
- Daily Awesomeness Reporting
- Refer patients for restorative care prior to treatment if necessary
- Maintain and report conversion/sales close rate
- Market the practice and communicate progress of referred patients to referring providers
- Prepare marketing targets and form relationships with referring offices and/or businesses
- Provide new patients with treatment and care information; set expectations on how treatment will be provided and how to interact with the clinic

What a successful Treatment Coordinator looks like...

- Ability to communicate professionally, clearly and concisely, both orally and in writing
- Ability to balance multiple priorities and meet deadlines in a fast-paced and changing environment with little supervision
- Ability to work independently and as part of a team
- 1-2 years or more of related sales experience
- Self-motivated and ambitious sales attitude.
- Bachelor's Degree in Marketing, Business, Health Care Management or related field preferred
- Strong organizational skills

About this Position:

- Full-time
- Requires occasional travel to multiple locations
- Smile Doctors offers its team members a comprehensive and competitive menu of benefits! You may choose between a PPO or High Deductible Medical plan, Dental that is NO COST to team members, and Vision. Basic Life and AD&D is provided to





Job Description

all team members as well as Long Term Disability a hospital indemnity plan. There is a menu of supplemental benefits that include additional Life, AD&D (for the team member and family). Critical Illness, Short Term Disability and Accident plans are offered through AFLAC.

Required experience

- In person or Internal Sales: 2 years

Work Environment

This job operates in an upbeat clinical office environment. This role routinely uses standard dental equipment such as x-rays, clinical hand tools, mirrors, etc. This role routinely uses office equipment such as computers, printers, and cameras.

Physical Demands

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.

While performing the duties of this job, the team member is regularly required to talk or hear. The team member is required to routinely use their hands with detailed dexterity when performing job duties. This is a moderately active role; the team member will be required to sit, stand, walk, and bend over routinely to perform all duties.

If you are interested in joining our team, please send your resume and cover letter to recruiting@smiledoctors.com.

