

Patient Registration Coordinator - Tufts Dental Facility for
Special Needs
Tufts University

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Posted Dec. 23, 2022, set to expire Dec. 31, 2023

Job Title	Patient Registration Coordinator - Tufts Dental Facility for Special Needs
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 23, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Dentistry - General
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Job Description	

Overview

THIS IS AN ON-SITE POSITION.

Tufts University School of Dental Medicine (TUSDM) offers one of the most forward-looking educational environments in dental medicine in the country. Tufts Dental Facilities for Persons with Special Needs (TDF) is a network of seven outpatient clinics that provides dental care to approximately 7,000 developmentally disabled patients in the state of Massachusetts under the umbrella of TUSDM and in partnership with the Massachusetts Department of Public Health (DPH) and the Massachusetts Department of Developmental Services (DDS). Additional patient treatment is provided in the operating room setting at four affiliated hospitals within the state. The TDF program also provides a venue for teaching General Practice Residents through the Tufts GPR Program and 4th year dental students from TUSDM.



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What You'll Do

Under limited supervision, provides excellent customer service, greets patients, inputs and/or verifies patient information, responds to patient inquiries, and schedules/confirms appointments. May perform financial functions (collects payment, conducts daily batch reconciliation) and provides administrative support. Performs other related duties to assist in the management of the department. Performs other related duties to assist in the management of the department. Provides leadership to fellow staff members.

What We're Looking For

Basic Requirements:

- High School degree/equivalency and 3-5 years of job related experience.
- Excellent communication and customer service skills.

Preferred Qualifications:

- Experience with special needs population preferred.
- Ability to work with patient's parents, guardians, and care givers.
- Excellent written and oral communication skills.
- Should be a team player, self-motivated, well organized and have the ability to manage his/her time efficiently.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact