A Smile 4 U is a multi-specialty practice including Adult & Pediatric Dentistry, Orthodontics, Oral Surgery, IV Sedation & Endodontics. Our offices are state-of-the-art and are located in Cartersville, Hiram, East Point, Decatur, Dalton GA, and Oxford MS.. A Smile 4U is seeking qualified, energetic, dependable, and dedicated employees to join our rapidly growing team.

We are pleased to announce an immediate opening for a **Front Office Coordinator**.

You will be responsible for, but not limited to, the following;

Present yourself as a qualified Front Office Coordinator with energetic, positive attitude, clear communication and you are there to assist the patient.

Check-In patients

Collect monies/co-pays due prior to services

Update patient chart, as required

Check-Out patients

Confirm treatment plans

Make follow-up appointments

Answer and respond to telephone calls with professionalism

Complete daily overview of upcoming patient appointments

Call and confirm all scheduled patient appointments

Assist with Hygiene and Orthodontic recall lists, missed and cancelled lists and treatment plan reports to try and fill in cancellation and no show appointment times

Verify all orthodontic patients are on a 3-month prophy-jet recall

Maintain service logs and clinic logs on a daily basis

Assist insurance verification

Assist front office supply inventory needs

Ready to apply? Please send your resume to [recruiter@bluemonstermanagement.com](mailto:recruiter@bluemonstermanagement.com).