

Dental Support Representative

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Company: Teem

Location: Argentina

Category: healthcare-practitioners-and-technical

US Based Clients. Must be Proficient in English Written and Verbal Skills.

Only Resume Written in English will be Accepted.

We are seeking a skilled and motivated Dental Support Representative to join our team.

As a Dental Support Representative, you will be responsible for providing exceptional customer service and support to dental clients and patients.

Key Responsibilities:

Answer incoming calls and assist dental clients and patients with inquiries, appointments, and other requests

Provide accurate and timely information regarding dental services, insurance coverage, and billing

Schedule appointments and manage the dental office's appointment calendar

Resolve customer complaints and ensure customer satisfaction

Maintain and update patient records and information

Requirements:

High school diploma or equivalent

Prior experience in customer service or a similar role preferred

Strong communication skills, both verbal and written

Proficient in using dental software and appointment scheduling systems

Excellent problem-solving and multitasking abilities

Attention to detail and accuracy

Ability to work well in a team environment

Knowledge of dental terminology and procedures is a plus

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Benefits

100% Remote

Training & Development

Work From Home

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