



TREATMENT COORDINATOR JOB DESCRIPTION

Reports to Office Manager
Full-Time in-office Position

Summary:

Here, at TWO Orthodontics, our treatment coordinator is the liaison between new patients and our practice. They'll welcome new patients into our practice, help patients understand the need for orthodontic treatment, and assist in scheduling first appointments.

Essential Functions:

- Extended periods of standing or sitting for long periods of time
- Ability to lift packages 40+lbs
- Frequent bending, kneeling, reaching, and twisting
- Written and verbal communication skills
- Computer and software skills
- Ability to read and interpret text online and print

Goals:

This position aims to keep a 90%+ conversion rate for all new patient exams.

Responsibilities:

Tasks of this position include, but are not limited to the following:

- Daily
 - Welcome call to new patients scheduled the following day
 - New patient tour of the office
 - New patient exams (welcome, doctor briefing, presentation of treatment plans, presentation of finances, scheduling of start appointments)
 - Prepare and issue referrals
- Weekly
 - Create and mail all new patient exam letters (DDS and patient)
- Monthly
 - Manage all pending starts
 - Manage all observation appointments
- Yearly:
 - End-of-year production review and goal setting

Requirements / Preferences:

The ideal candidate will have 5+ years of orthodontic treatment coordinating experience to be considered for this position. In addition, they will be well-versed in our dental software.

Benefits:

Benefits of this position include, but are not limited to the following:

- 401K Health
- Insurance Dental
- Insurance Paid
- Time Off Paid
- Holidays

At-Will Disclaimer:

TWO Orthodontics is an at-will employer, which means your employment may be terminated at any time by you or TWO Orthodontics, with or without cause or advance notice. Further, this letter is simply for your information and is not to be construed as a contract of employment.

We can't wait to hear from you! Please use the following link to apply today.



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