

NOTICE OF JOB OFFER

NAME OF EMPLOYER: Valley View Dental Group LLC

POSITION TITLE: Assistant Manager

POSITION DUTIES: Assist in planning, organization, and management of daily operations of valley view dental in Romeoville and other locations; assist in formulation of policies and processes for dental assistants and hygienists and assist in management of the clinical team; engage in the creation of new processes for smooth workflow of the administrative staff which includes front desk, billing, and insurance department; must be able to effectively carry out conflict resolution among clinical and administrative staff; assist in improving quality of process management of clinical and nonclinical teams; maintain knowledge of legal and regulatory compliance based on ADA, Illinois state dental society, and IDPH; maintain advanced knowledge of dental insurance including claims processing, appeals and prompt payments from both medical and dental insurances; application of experience in dentistry (preferably dental background) to train non clinical staff in presentation of treatment plans and scheduling; oversee specialty coordination of procedures involving oral and maxillofacial surgery; develop of action plans for each team and engage in creating a harmonious work environment with continuous production for dentists and hygienists; manage delivery of dental care and resolving issues with any patients as and when challenging situations arise; assist in monitoring patient reviews and feedback; credential new associates that may be added to the practice and maintain the changes in fee schedule with different insurance companies; maintain knowledge of reporting based on daysheet, aging reports and production totals in Dentrix; use data analytics knowledge to assess KPIs and benchmarks of production based on metrics; must be able to present large treatment plans with ease and maintain patient interaction and follow up.

Master's in Health Administration with 2 years of related experience.

Send your resume to: HR, 441 N. Weber Rd., Romeoville, IL 60446

Tuesday April 19th, 2022