



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Dental Receptionist/Registration**
SUPERVISOR: Dental Services Manager
LOCATION: Peter Christensen Dental Clinic
POST DATE: October 6, 2025
CLOSING DATE: October 20, 2025

General Description: The primary responsibility of this position is to greet and assist all patients and visitors for the Dental Clinic. Assists dental patients by collecting required information for patient charts including demographic and insurance information, patient registration and payment processing. Operates general office equipment including computer with Microsoft and dental program software.

Qualifications: High School Diploma or GED required. Minimum of two years of customer service experience required. General office experience in dental setting with knowledge of dental terminology preferred.

Salary: \$10.00-\$20.00 per hour, depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Dental Receptionist/Registration

B. DEPARTMENT: Peter Christensen Dental Clinic

C. SUPERVISOR'S TITLE: Dental Services Manager

D. DESCRIPTION OF DUTIES: Reception duties include greeting and assisting all patients and visitors to the Dental Clinic. Assists dental patients by collecting required information for patient charts including demographic and insurance information, patient registration, and payment processing. Operates general office equipment including computer with Microsoft and dental program software's. Primary responsibilities will include but are not limited to the following:

1. Greets patients professionally and cordially.
2. Promptly answers, screens and routes incoming telephone calls.
3. Supplies information to callers, visitors and patients.
4. Updates patient demographic, financial and billing information in the computer system.
5. Verifies dental insurance and co-pays.
6. Takes patient's payments and posts to appropriate account.
7. Notifies staff of patient arrival.
8. Sends out new patient information packet.
9. Maintains all dental record documents and filing for records.
10. Pulls records for upcoming appointments and telephone calls.
11. Performs clerical duties such as: daily reports, scanning, encounter form processing and any additional projects.
12. Maintains work area and lobby in a neat and timely manner.
13. Carries out assigned duties with sensitivity to cultural environment.
14. Maintains strictest confidentiality.
15. Attends meetings and educational activities as required.
16. Performs related and any additional duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Heavy, frequent contact with patients and staff.
2. **External:** Frequent contact with general public and service-related vendors.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Dental Services Manager

H. EDUCATION: High School Diploma or equivalent is required. Training in dental office operations preferred.

Manager	Date
<u>Previously signed</u>	
Human Resource Director	Date