

**Job Opportunities**

**Registrar, Dental**

***Florence***

***Full Time***

Primary responsibility is the Front Desk. Registers patients, handles insurance and payment processes, schedules, collects co-pays, answers patient questions and other miscellaneous duties as directed by the Center Manager.

As needed, provides support in office with medical records, answering phones, scheduling appointments, and other clerical duties as assigned.

**Qualifications:**

* Candidates must have effective skills, both written and verbal
* Registrar experience a plus.
* Dental experience a plus
* Graduate of an accredited program for Medical Assistants a plus
* Electronic medical records experience a plus.
* Full time schedule, including some Saturday’s.

**Contact**

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