



**dientes**  
COMMUNITY DENTAL

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## **JOB DESCRIPTION**

**POSITION:** Dental Transformation Initiative Biller

**REPORT TO:** Chief Operating Officer

**JOB OVERVIEW:** Responsible for procedure billing

### **DUTIES AND RESPONSIBILITIES:**

- Verify and complete daily posting of DTI claims.
- Make sure all insurance information is complete, accurate and has proper ID numbers and back up.
- Run daily submission reports.
- Track Claims submitted.

### **QUALIFICATIONS:**

- Attention to detail and accuracy
- Computer literate
- Quick learner
- Dental insurance billing experience preferred
- Medi-Cal experience preferred
- Knowledge of Dentrax preferred

Dientes is committed to providing culturally appropriate services. The ideal candidate will communicate effectively and respectfully with people from different racial, ethnic and cultural backgrounds and lifestyles and demonstrate a knowledge of, and sensitivity to, our patients' diverse needs.

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