

Find A Dental Receptionist

Written By [Dental Workers.com](http://DentalWorkers.com)

Welcome back to the Dentalworkers Chair. Have you ever found yourself in the following situation?

Dentist in Despair: I just interviewed an energetic, smart candidate with a great attitude that would be perfect for my front desk job. However, I don't know if I should hire her because she doesn't have any past dental experience. I don't have time to train her on insurance billing and basic dental terminology, but I also don't want to pass up the opportunity of hiring a great worker. What should I do?

Dental Front Desk Personnel

Dentalworkers: It is essential that you have a well-trained support staff. Your patients draw their first impression of your business through these employees. Therefore, they must handle scheduling, billing and insurance properly, and also give your office a good face. This requires that they be properly educated in the operation of a dental office, but this is time consuming and can require resources beyond a your means.

Try outsourcing your support staff training through an online classroom such as The Warschaw Learning Institute's Front Desk Course. As students, your employees can progress at their own pace and on their own time. They will learn personal organization and team working skills, dental terminology, privacy regulations (including HIPAA), insurance regulations, payment plans, treatment plans, and much more. There is even a chapter devoted to Spanish for the Dental Office!

Find Dental Jobs

Students are tested after each chapter, and a final test is given at the end of the course. If completed successfully, the employee is rewarded a certificate of completion. This lets your new clients know that they are in the hands of a well-trained staff.

You can find resumes for both trained and untrained applicants on Dentalworkers.com.

If you have questions regarding Front Desk courses or other practice/career management questions, stories or comments please email mail@dentalworkers.com.

Tip of the Day:

“A well trained staff is the most valuable asset of your business. They represent you.”