

Scheduling coordinator needed at Kyler Orthodontics in Baton Rouge, LA

Duties and responsibilities:

- Answer multi line phone system/ Check emails
- Filing
- Schedule appointments with new and existing patients
- Confirm appointments
- Keep up with No-shows & recalls
- Checking in and updating patients' charts
- Posting payments
- Setting up schedule
- Among other duties

Contact:

- txcoord@kylerorthodontics.com
- (225) 292-8010