

## **Verity Dental Ltd.**

### **Dental Practice Receptionist Needed**

Basic function and responsibilities: First contact with patients for scheduling and confirming appointments, acknowledging patient arrivals, and managing payments and insurance claims. Must be comfortable working on the phone and with computers and have good writing and verbal skills. Previous experience in a dental care environment and knowledge with Dentrix or similar program would be an advantage.

We are looking for someone who is comfortable multi-tasking and who is kind, pleasant and friendly.

**For interview please contact us at 542-9337**

**and ask for Trish or Sabrina.**

**Send resumes to: [trish@vdl.bm](mailto:trish@vdl.bm)**