



Dental Biller

MISSION

Waimānalo Health Center is rooted in Native Hawaiian values and devoted to improving the health and wellness of all people, regardless of ability to pay, by providing comprehensive primary and preventive health care services of the highest quality.

VISION

Waimānalo Health Center is dedicated to the continuous advancement in quality healthcare while assuring universal access for all. We believe that our values of Aloha, Mālama I Ka Pono, Mālama I Ka 'Ohana, and Mālama I Ka 'Āina, enable our patient-centered healthcare home services to deeply focus on the shared role of healing oneself, 'ohana, community, and 'āina over generations.

CORE VALUES AND GUIDING PRINCIPLES

Our values at Waimānalo Health Center promote Hawaiian-centered diversity, equity, and inclusion by welcoming all members of the Ko'olaupoko community to access our holistic services ranging from traditional Hawaiian healing practices to Western medicine.

Aloha: We listen to people with our full attention, seeking to know them and understand their health care and wellness needs and aspirations for themselves, their family and community. We will respond, to the best of our abilities, as caring, compassionate, engaged, and professional partners in healthcare.

Mālama I Ka Pono: We know that quality healthcare starts with people's trust in our services and the excellence of our care for them and the resources entrusted to us to meet their needs. We are committed to maintaining their trust by treating people with respect and confidentiality, and by being open about our organizational practices and results, seeking to continuously improve our work.

Mālama I Ka 'Ohana: We believe that wellness embraces the whole family, and we welcome their participation in the healthcare of their loved ones. Our belief extends from the Ahupua'a of Waimānalo throughout Ko'olaupoko where we build the foundation for good health and wellness for everyone, and we seek collaborative partners who share our values and vision.

Mālama I Ka 'Āina: We understand the importance of one's sense of place and the holistic nature of health and wellbeing. Through integrative services we support the balance of body, mind, and spirit, while respecting one's cultural connectedness to the 'āina of Hawai'i. Ka Maui O Ka 'Āina A He Maui Kānaka: The Life of the Land is the Life of the People

We are seeking a dedicated, talented and team-oriented Dental Biller to join our `ohana (family) to support our mission and values. Waimanalo Health Center is dedicated to offering employees an exceptional work environment and offers competitive salaries and benefits.

SUMMARY

The Dental Billing position coordinates with the Dental Patient Representatives to assist in the accurate billing functions of the dental department. The billing functions include verifying charges, submitting claims, submitting statements, posting payments, and communicating processes and

outcomes effectively to patients, the Dental Patient Representatives, and the Dental Director. There may be limited interaction with the Chief Financial Officer for inquiries and reporting assistance.

QUALIFICATIONS

- ❖ High School Diploma or equivalent required.
- ❖ Dental billing experience preferred.
- ❖ Ability to interact and communicate effectively, respectfully and sensitively to patients, team members, WHC staff members.
- ❖ Ability to read, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- ❖ Ability to use the computer and programs such as Dentrix, Microsoft Outlook
- ❖ Ability to work effectively as a team with administrative and clinical staff.
- ❖ Ability to interpret the given dental schedule and manage time
- ❖ Ability to work within appropriate time frames
- ❖ Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- ❖ Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATION

- ❖ Two-Step Tuberculosis clearance is required.
- ❖ Proof of full vaccination and booster against COVID-19 vaccination required.

BENEFITS

- ❖ Health Benefits (Medical, Dental Drug, Vision) – Employee coverage paid by WHC
- ❖ Discounted Medical and Dental services provided by WHC
- ❖ Paid Holidays – 10 Full days and 2 Half Days
- ❖ Paid Time Off (PTO)
- ❖ Paid Wellness Hours
- ❖ Wellness Bucks – Up to \$200 annually
- ❖ Employee Retirement Savings Plan 403(b) – Employer match 50% of employee contribution up to a maximum of 3% of employee wages
- ❖ Group Term Life Insurance
- ❖ Supplemental Group-term Life Insurance & AD&D Insurance
- ❖ Flexible Spending Program
- ❖ Employee Assistance Program (EAP)
- ❖ Longevity Benefit – After 10 or more years of service
- ❖ Tuition Assistance Program
- ❖ Free Parking
- ❖ and more.....