



### **Position Purpose/Overview**

The primary purpose of the position is to enter data into the DL Plus system, ensuring that the records are captured accurately and are maintained in the prescribed manner. The selected individual will be responsible for quality control of all data entry and invoicing, unpacking and packing of customer cases and assisting with billing as needed.

### **Responsibilities/Duties/Functions/Tasks**

- Process prescription and product information and accurately enter into the DL Plus system. Ensure all incoming work is entered and shipped the same day.
- Ensure quality and accuracy of all data entry work by reviewing all data and implementing checking mechanisms and quality control.
- Pull re-make case history and enter re-makes into the DL Plus system. Obtain management approval for all 'no charge' cases prior to entering the case into the system.
- Pack and unpack customer cases ensuring attention to detail to small pieces, notes from the office and bite components. Confirm that all included materials are placed in the pan or sent to doctor's office and are not discarded.

### **Qualifications (Experience, Education, Licensure, Certification)**

- Strong attention to detail
- Ability to catch on quickly and process daily required cases
- Ability to work in a fast-paced environment
- Proficient in dental products, dentures and crown & bridge
- Knowledge of billing
- Ability to multi-task, use personal judgment and utilize strong decision-making skills
- High School Diploma or GED equivalency
- Two years of data entry experience preferred
- Previous on-the-job experience using computers