

Patient Care Coordinator

Location: Montgomery, MN

Job Type: Full-time

Pay: \$23-\$28 per hour (based on experience)

Join Our Team!

Do you enjoy creating a welcoming experience and keeping a busy schedule running smoothly? At Hunter Creek Dental in Montgomery, MN, we are looking for an organized, compassionate, and detail-oriented **Patient Care Coordinator** to join our growing patient-focused team.

We take pride in providing outstanding dental care in a supportive, small-town environment—where patients and team members alike feel like family.

Position Overview:

As our **Patient Care Coordinator**, you will be the first friendly face patients see and the voice they hear when they call. You'll play a key role in managing the daily schedule, supporting our clinical team, and ensuring each patient has a smooth and positive experience.

Key Responsibilities:

- Greet patients warmly and check them in for appointments
- Answer and route incoming phone calls professionally
- Schedule, confirm, and adjust appointments to support optimal patient care and practice goals
- Manage and update patient information, including contact and insurance details
- Communicate financial information and record patient payments
- Coordinate patient flow and support efficient back-office operations
- Prepare daily schedules and organize charts for the clinical team
- Monitor the schedule throughout the day and adjust as needed
- Provide outstanding customer service and maintain a clean, welcoming reception area
- Prepare documents, memos, and correspondence as requested
- Ensure accurate treatment entry and chart notes in our dental software
- Register new patients and provide them with all required forms and welcome materials
- Contact patients with appointment reminders and monitor automated messaging system
- Perform check-out procedures and ensure patients are scheduled for follow-ups
- Perform additional duties as assigned



Hunter Creek Dental

Required Qualifications:

- 2 years of experience in a dental practice
- Willingness to learn and grow
- Strong communication and multitasking skills
- Warm, professional demeanor with a team-first attitude
- Excellent attention to detail and time management
- Ability to handle fast-paced days with calm and care
- High school diploma or equivalent

Desired Qualifications:

- Experience with Microsoft Office, Word, and Excel
- Proficiency in dental or healthcare software a plus

Why Join Hunter Creek Dental?

- Do you love to learn? We love to teach. We will train you to excel in your position.
- Supportive team culture
- Opportunities for professional development, advancement, and continuing education
- Active involvement in community events and outreach programs
- Competitive compensation and benefits package
- Convenient location in Montgomery—just a short drive from New Prague, Northfield, Faribault, Prior Lake and Lakeville, and other surrounding communities

Benefits Include

- Paid time off (PTO) and 6 paid holidays
- Dental benefits
- Wellness benefit
- Opportunities for paid continuing education
- Career growth and advancement opportunities

Current Schedule:

Monday – Thursday: 7:30 AM – 5:15 PM

Friday: 7:30 AM – 12:15 PM

Ready to Join Our Team?

We'd love to meet you! To apply, please email your resume and a brief introduction to info@huntercreekdental.com.