**Medical – Dental Integration Coordinator**

**Job Summary**

Coordinates and collaborates with dental and medical teams to enhance and facilitate integration. This position is the liaison between the medical and dental clinics and will work specifically under the guidelines of a medical dental integration grant from Care Oregon. Ensure that dental services and integration with other internal NARA programs are efficient. Ensure that the provision of health care services takes place in a professional, non-bias environment and is accomplished efficiently.

* **Essential Job Function**
* Be a member of a multidisciplinary team consisting of dentists, dental assistants, hygienist, DHAT as well as Primary Care staff to facilitate integration.
* Build relationships within NARA as well as with NARA’s partner organizations.
* Meet with key staff in dental and other departments to confirm efficiency of the process and patient management.
* Ensures that all support staff has tools and materials required to perform their duties; advocates for same with Integrated Health and agency leadership.
* Plans, schedules and facilitates regular dental education groups and dental treatment at other sites.
* Assists Dental Director and/or Health Director with quality efforts as needed.
* Collaborates with other programs and staff to develop and train staff regarding pertinent policies and procedures.
* Manage patient referrals to dental for patients of the Health Center across disciplines
* Coordinate referrals of dental patients to other clinical departments as needed.
* Collaborates in the development of marketing and educational material as well as theme-based, and educational clinic decorations.
* Works with others to track Medicaid services, prior authorizations, and relevant documentation to ensure accurate and efficient billing and timely reimbursement.
* Assists with grant writing, grant projects, and team collaborations.
* Generate patient reports from Dentrix.
* Organizes data for analysis to improve operational efficiency.
* Work staff to measure and evaluate the impact and outcomes of the integration effort.
* Utilizes statistics to inform PDSA cycles for problem-solving and development of new initiatives to address gaps in integrated service provision.
* Collaborates with and receives coaching as needed to develop support staff, ensure accountability, and manage individual and team performance generally.
* Help to Coordinate outreach activities in local schools and programs to assure consent, enrollment and provision of services to children off site.
* Identify, prioritize and engage with patients at the Health Center with a focus on children, pregnant women and patients with chronic conditions such as diabetes, heart disease, obesity, behavioral condition, and substance abuse.
* Assist when needed the Dental Front Desk when available and perform general office duties as required.
* Follow up phone calls to patients after treatment visits to assure comfort and answer questions when needed.
* Performs other duties as required.

**Qualifications**

* A combination of 3+ years of people- and task-oriented project management, and/or dental practice management experience in a fast-paced, high growth, environment Associate’s or
* Bachelor’s degree preferred; 5 years of relevant experience may substitute for degree.
* Experience in healthcare operations and/or practice management required, preferably in a dental service setting.
* Experience with grant writing or other professional writing preferred.