

Treatment Coordinator

Full Time Position

Lethbridge Dental Services South

We are looking for a friendly, organized, and motivated Treatment Coordinator to join our dental team! This position plays an important role in helping patients understand their treatment and feel comfortable throughout their dental experience.

Responsibilities

- Coordinate and present treatment plans to patients
- Explain insurance coverage and financial options
- Schedule appointments and manage treatment follow-ups
- Communicate with patients regarding outstanding treatment needs
- Work closely with doctors and clinical team to ensure smooth patient care
- Insurance submissions and assist with accounts receivable
- Provide exceptional customer service and create a welcoming environment

Qualifications

- Previous dental office experience
- Knowledge of dental insurance and treatment planning
- Strong communication and organizational skills
- Ability to multitask in a fast-paced environment
- Professional, positive, and team-oriented attitude

What We Offer

- Supportive and positive work environment
- Uniform allowance
- Medical and dental benefits, long and short-term disability

If you are passionate about patient care and enjoy building relationships while helping patients achieve healthy smiles, we would love to hear from you!

If you are interested in this position, please send your resume to jamie@ldss.ca

This job posting closes: June 8 th , 2026