



## Overview of the Financial Coordinator Position

The **purpose** of the Financial Coordinator position is:

**To ensure that the practice gets paid in full for ALL services rendered in a timely and professional fashion.**

The Financial Coordinator works with patients in a professional and caring manner to overcome financial obstacles, so they can receive needed dental treatment. By efficiently completing financial arrangements that are in accordance with office policy, it allows for both the patient and practice to place sole focus on TREATMENT of the patient's dental condition.

When finances are handled improperly, it can result in the practice having rendered a service for which it will not get paid. Many cases involve not only the labor involved in working on the patient, but additional lab and material costs. The Financial Coordinator is there to make sure that this **never** happens. A Financial Coordinator does not allow treatment to proceed without first ensuring that the practice will be remunerated for services rendered, whether it is coming out of the patient's or insurance company's pocket. Without this action, the practice would obviously cease to exist as it would be unable to pay its bills, salaries, etc.

The **product** of the Financial Coordinator is:

**ALL MONEYS COLLECTED FOR SERVICES RENDERED BY THE PRACTICE.**

This would encompass getting payments from patients and insurance companies.

The survival of the practice relies greatly on the work of the Financial Coordinator.

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