

Dentist Name: **Marc Steiner, DDS**

Location of Office: **Rancho Bernardo**. See address above.

Phone number: **858-927-4009**. Please leave a voicemail.

Contact email: **info@marcsteinerdds.com** (to send qualifications or résumé).

Job Description: **RDA needed:** (starting in January 2024). Small privately owned, and quality oriented dental office. We take no HMOs, and we don't double or triple-book our schedule.

Applicants need to be:

- Fluent in English in order to be comfortable confirming patients on the phone, and answering the phone etc.
- Comfortable using computers. Our office is fully digital. We use EagleSoft. Need to also be comfortable sending/receiving emails with attachments, and placing dental supply orders online. Also need to help update patient health histories, consent forms, and to collect any new dental insurance information from patients. Also need to scan any paper documents into patient digital charts, and etc.
- Chairside assisting.
- Taking x-rays.
- Running Sterilization.
- OK with doing light housekeeping of the office.