



January 19, 2016

We have an opening in our Cincinnati office for a **Clinical Review Specialist**. This position will report to the Director of Operations. This is a non-exempt position.

This individual will be responsible for coordinating the Dental Consultant review process.

**Responsibilities will include:**

1. Preps claims prior to Dental Consultant review
2. Ensures collection of all appropriate clinical information for review
3. Requests clinical information, if needed, from Dental provider
4. Reviews member dental history and benefit plan information in the AQDen system
5. Works directly with in-house Dental Consultants and department staff
6. Performs other duties as assigned

**The qualified candidate should have the following credentials**

1. Must be a graduate of a Dental Assistant training program
2. Demonstrated ability to read x-rays, periodontal charts, narratives and chart notes
3. Must possess dental radiology license in state of Ohio
4. Minimum of 3 years dental clinical/chair side work experience
5. Candidate must be a Certified Dental Assistant (CDA) and up-to-date on all required CEU's
6. Some dental insurance knowledge preferred but not required
7. Should have solid computer skills including MS Office and email
8. Has strong verbal communication skills

This is a unique opportunity to contribute to the growth and development of an industry leader. Dental Care Plus offers a great work environment, excellent benefits, and opportunity for professional and financial growth.

All interested candidates may submit a confidential letter and resume, specifying your experience, qualifications and salary requirements to Ms. Cindy Law at 100 Crowne Point Place, Cincinnati OH 45241 or [jobs@dentalcareplus.com](mailto:jobs@dentalcareplus.com)