



MICHAEL ANDERSON

DENTAL CLAIMS REVIEWER

CONTACT

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-  San Francisco, CA

SKILLS

- claim analysis
- fraud detection
- dental coding
- regulatory compliance
- communication
- problem-solving

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN HEALTH
ADMINISTRATION, STATE UNIVERSITY**

ACHIEVEMENTS

- Achieved a 95% accuracy rate in claims processing during audits.
- Recognized for outstanding contributions to improving claims efficiency.
- Developed a training module that reduced onboarding time by 40%.

PROFILE

Results-oriented Dental Case Reviewer with 5 years of experience in the insurance sector, specializing in the evaluation of dental claims and treatment necessity. Expert at identifying fraudulent claims and ensuring that all submitted cases meet established clinical guidelines. My analytical skills and attention to detail enable me to assess documentation accurately and provide actionable feedback to healthcare providers.

EXPERIENCE

DENTAL CLAIMS REVIEWER

Secure Dental Insurance

2016 - Present

- Reviewed and processed over 150 dental claims weekly for accuracy and compliance.
- Identified and flagged potential fraudulent claims, leading to a 25% reduction in improper payments.
- Collaborated with dental offices to clarify treatment necessity and documentation.
- Utilized claims management software to streamline review processes.
- Provided training on coding guidelines and compliance to new staff members.
- Generated monthly reports detailing claim review outcomes and trends.

DENTAL OFFICE ADMINISTRATOR

Family Dental Care

2014 - 2016

- Managed patient scheduling and ensured timely follow-ups for dental appointments.
- Maintained accurate patient records and insurance information.
- Communicated with patients about treatment plans and financial options.
- Assisted in setting up office procedures to enhance patient experience.
- Conducted audits of patient files for compliance with HIPAA regulations.
- Enhanced office efficiency by implementing digital record-keeping.