



MICHAEL ANDERSON

Dental Clinical Auditor

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SUMMARY

As a dedicated Dental Clinical Auditor with over 8 years of experience, I have developed a comprehensive understanding of dental practices and compliance standards. My career has been focused on ensuring that dental practices operate within regulatory frameworks while optimizing patient care. I have worked closely with dental teams to improve clinical audit processes, enhancing both the quality of care and operational efficiency.

WORK EXPERIENCE

Dental Clinical Auditor **Bright Smiles Dentistry**

Jan 2023 - Present

- Conducted comprehensive audits of clinical records to ensure compliance with state and federal regulations.
- Collaborated with dental staff to develop and implement quality assurance programs, improving patient satisfaction scores by 20%.
- Analyzed data trends to identify areas for improvement, leading to a 15% reduction in non-compliance issues.
- Provided training sessions for dental teams on best practices for documentation and patient care.
- Worked with IT to enhance the electronic health record system, streamlining data entry processes.
- Prepared detailed reports for management highlighting audit findings and recommendations for operational improvements.

Quality Assurance Specialist **Dental Health Associates**

Jan 2020 - Dec 2022

- Evaluated clinical workflows to identify inefficiencies and recommend improvements.
 - Developed and maintained audit tools to track compliance metrics across multiple clinics.
 - Facilitated workshops to educate staff on regulatory changes affecting dental practices.
 - Assisted in the redesign of the patient intake process, reducing wait times by 30%.
 - Conducted peer reviews of clinical documentation to ensure accuracy and completeness.
 - Collaborated with external auditors to prepare for annual compliance reviews.
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EDUCATION

Bachelor of Science in Dental Hygiene

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Clinical Auditing, Quality Assurance, Compliance Analysis, Data Interpretation, Staff Training, Performance Improvement
- **Awards/Activities:** Reduced audit discrepancies by 40% through targeted training and process improvements.
- **Awards/Activities:** Awarded 'Employee of the Year' for outstanding contributions to quality assurance initiatives.
- **Awards/Activities:** Implemented a patient feedback system that increased response rates by 50%.
- **Languages:** English, Spanish, French