



Michael ANDERSON

DENTAL SERVICES COORDINATOR

Experienced Dental Services Coordinator with a strong background in dental office management and patient relations. Over 6 years of experience in the dental field, I have honed my skills in coordinating patient care, managing office operations, and ensuring compliance with health regulations. My approach focuses on building positive relationships with patients while streamlining administrative processes to enhance efficiency.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Office Management
- Patient Relations
- Compliance
- Dental Software Proficiency
- Team Collaboration
- Problem Solving

LANGUAGES

- English
- Spanish
- French

EDUCATION

**CERTIFICATE IN DENTAL ASSISTING,
LOCAL COMMUNITY COLLEGE, 2015**

ACHIEVEMENTS

- Implemented a patient feedback system that improved service delivery.
- Recognized for exceptional teamwork and cooperation within the dental team.
- Achieved a 40% increase in patient referrals through excellent service.

WORK EXPERIENCE

DENTAL SERVICES COORDINATOR

Healthy Smiles Dentistry

2020 - 2025

- Oversaw front office operations, including appointment scheduling and patient check-in.
- Enhanced patient experience by implementing a new communication protocol for reminders.
- Managed electronic health records, ensuring accuracy and compliance with HIPAA regulations.
- Collaborated with dental teams to streamline treatment planning and patient flow.
- Conducted training for new hires on office systems and procedures.
- Analyzed operational metrics to identify areas for improvement, leading to a 20% reduction in patient wait times.

DENTAL ASSISTANT

Premier Dental Care

2015 - 2020

- Assisted dentists during procedures, ensuring the availability of necessary tools and materials.
- Performed patient prep work, including taking dental histories and x-rays.
- Maintained cleanliness and organization of the treatment area to ensure compliance with health standards.
- Educated patients on post-treatment care and preventive measures.
- Managed inventory supplies, reducing overhead costs through efficient ordering.
- Participated in continuing education programs to enhance skills and knowledge.