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SKILLS

- Patient Management
- Office Administration
- Staff Training
- Communication
- Digital Record Keeping
- Community Outreach

EDUCATION

BACHELOR OF ARTS IN HEALTH SCIENCES, STATE UNIVERSITY, 2013

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Recognized for exceptional contributions to patient care and office efficiency.
- Achieved a 25% increase in patient satisfaction ratings through feedback implementation.
- Played a key role in organizing successful dental health workshops for the community.

Michael Anderson

DENTAL SERVICES COORDINATOR

Compassionate and detail-oriented Dental Services Coordinator with over 7 years of experience in the dental industry. I have an extensive background in patient management, office administration, and staff training. My passion for dentistry drives me to provide exceptional support to patients and ensure that their experience is as comfortable and efficient as possible.

EXPERIENCE

DENTAL SERVICES COORDINATOR

Comfort Dental Center

2016 - Present

- Coordinated patient appointments and managed the office's daily schedule.
- Streamlined patient check-in processes, reducing wait times by 30%.
- Maintained patient records and managed billing, improving accuracy in claims submission.
- Trained staff on patient interaction protocols, enhancing overall service quality.
- Implemented a digital filing system that improved record retrieval efficiency.
- Collaborated with dentists to develop patient education materials promoting oral health.

DENTAL OFFICE ASSISTANT

Bright Futures Dental

2014 - 2016

- Assisted in managing the front office operations, including appointment scheduling and patient inquiries.
- Handled insurance verification processes, improving patient understanding of coverage.
- Maintained cleanliness and organization of the waiting area and treatment rooms.
- Prepared treatment rooms before appointments, ensuring all necessary tools were ready.
- Participated in community outreach programs to promote dental health awareness.
- Monitored patient feedback and suggested improvements based on responses.