



MICHAEL ANDERSON

Dental Treatment Planner

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SUMMARY

As a dedicated Dental Treatment Planner with over eight years of experience in dental care management, I have developed a comprehensive understanding of patient needs and treatment options. My background in both clinical practice and administrative roles has equipped me with the skills necessary to effectively communicate treatment plans to patients while ensuring compliance with industry regulations.

WORK EXPERIENCE

Dental Treatment Planner Smile Bright Dental

Jan 2023 - Present

- Developed comprehensive treatment plans tailored to individual patient needs.
- Collaborated with dentists and specialists to coordinate patient care.
- Educated patients about treatment options, including costs and benefits.
- Utilized practice management software to track patient progress and appointments.
- Conducted follow-up consultations to assess treatment outcomes.
- Implemented strategies that increased patient acceptance rates of treatment plans by 25%.

Dental Assistant Family Dental Care

Jan 2020 - Dec 2022

- Assisted in the preparation and execution of dental procedures.
 - Managed patient records and ensured confidentiality of information.
 - Performed dental radiography and maintained imaging equipment.
 - Promoted preventive care by providing oral hygiene education to patients.
 - Maintained inventory of dental supplies, reducing costs by 15% through efficient management.
 - Trained new staff on patient care protocols and office procedures.
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EDUCATION

Bachelor of Science in Dental Hygiene, University of Dental Health, 2015

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Patient Communication, Treatment Planning, Team Collaboration, Dental Software Proficiency, Preventive Care, Regulatory Compliance
- **Awards/Activities:** Increased patient satisfaction scores by 30% through personalized care initiatives.
- **Awards/Activities:** Presented at the National Dental Conference on effective treatment planning strategies.
- **Awards/Activities:** Received 'Employee of the Month' award for outstanding contributions to patient care.
- **Languages:** English, Spanish, French