

MARK MOORE

999 Main Street, Any Town, NY 99999
email@Yahoo.com

(999) 999-9999

PROFILE

Dedicated, dependable, professional Dental Receptionist/ Assistant. Experienced in all aspects of the dental reception process. Excels in computer appointment setting as well as insurance and billing. Skilled in four-handed chair-side assisting including x-rays and dental product sales as well as patient relations. Works well independently and as part of a team. Great attention to detail and very organized.

EMPLOYMENT

DENTAL RECEPTIONIST **ABC Inc.**

2002-2009
Any Town, New York

- Responsible for answering multi-phone lines.
- Scheduling appointments, verifying insurances, filing insurance claims, medical billing, creating new files, pulling files, documenting files, copying documents and faxing.
- Running end-of-day and end-of-month reports and doing daily deposits.
- Setting up trays and sterilizing instruments.

DENTAL RECEPTIONIST **XYZ Corp.**

2001-2002
Any Town, New York

- Check Patients In and Out.
- Schedule and Reschedule Patients.
- Obtain and Verify Insurance Information.
- Collect Payments and Co-pays.
- Update Patient Charts.

DENTAL RECEPTIONIST **BCD Inc.**

2000-2001
Any Town, New York

- Answered multi-line telephones.
- Scheduled appointments.
- Prepare treatment rooms.
- Developed dental x-rays.
- Cleaned and sterilized instruments.
- Assist with procedures.

SKILLS

- Handed chair-side assisting.
- Taking and developing x-rays.
- Impressions partial and full mouth.
- Making bleaching trays and night guards.