**Linda Bolford**

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email@example.com

**Objective**

Dentist Receptionist seeking a position in which my skills and experience can be fully utilized to increase the efficiency of a dental office

**Core Qualifications**

* Efficient in time management
* Exceptional multitasking and organizational skills
* Understand of all confidentially laws and procedures
* Knowledge of dental and medical terminology
* Proficient in office management computer programs
* Capable of running and maintaining office website
* Friendly service offered to all customers and staff
* Experience with many different types of insurance and their coverage plans

**Experience**

August 2009 to present Torok Dental Office, Hilton, IN Dentist Receptionist

* Answer phone calls and answer questions
* Take detailed messages
* Make and confirm appointments with patients
* Pull and update patient files after each appointment
* Greet patients when they come in and direct them to the correct office
* Order office and dental supplies

November 2006 to August 2009 Creighton Dental, Creighton, IN Dentist Receptionist

* Answer and place phone calls regarding patient appointments
* Contact insurance companies regarding coverage and payment plans
* Perform clerical duties, such as copying, faxing, filing, emailing, etc.
* Send payment notices to insurance companies and patients
* Receive and process payments made by patients or insurance companies
* Enter patient information into computer system
* Check-in patients, gathering all personal and insurance information needed

**Education**

High School Diploma Winston High School, Pinder, IN