

Linda Bolford

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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