

ROBERT SMITH

Head Dental Assistant/Coordinator

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Over years of experience as Head Dental Assistant improvement, maintain confidentiality, and utilize the available technology to ensure accuracy and completeness using attention to detail, computer/technical skills, honesty and integrity.

JANUARY 1997 - DECEMBER 1999

HEAD DENTAL ASSISTANT/COORDINATOR - ABC CORPORATION

- Verified insurance information and demographics with patient.
- Assisted doctors with various procedures, such as root canals, crowns, amalgam and composite fillings, impressions, and passing instruments.
- Administered topical anesthesia.
- Sterilized dental instruments and equipment using autoclave and other sterilizing machines.
- Sterilized operative rooms following appropriate guidelines after procedures.
- Performed periodic maintenance of operatories and equipment.
- Inventoried and ordered dental supplies.

1993 - 1997

HEAD DENTAL ASSISTANT - DELTA CORPORATION

- Include all Dental Assisting Functions, training office staff on new technology, devising new ways to increase office production, creating a Facebook .
- This office has taught me more about the workings of insurances so as to effectively inform the patient on their benefits.
- Include all Dental Assisting functions, training Dental Assistants, aiding in hiring Assistants, establishing new office organizational methods, .
- This office was short staffed, therefore, I learned how to be flexible enough to work with a different doctor each day without having to skip a beat.
- This job greatly improved my memory and kept me on my toes.
- Set-up rooms Break down rooms Answer phones Check Insurance Sit patients Go over medical history Check blood pressure Assistant Dentist Pour up .
- Working one on one with patients, scheduling appointments, answering phones, taking payment, writing charts, taking digital x-rays, taking .

EDUCATION

Bachelor's in wide variety of accents and dialects - (CAREER STEP MEDICAL TRANSCRIPTION TRAINING PROGRAM)

SKILLS

Medical, Management, Organizing.