

JESSICA CLAIRE

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Summary

Driven Dental Hygienist with 13 years of expertise in assessment, treatment and prevention of oral diseases. Highly accomplished in educating patients on oral health, hygiene and disease prevention. Gifted at building relationships with patients by making friendly conversation, ensuring comfort throughout procedures, and following and maintaining scheduling protocols for necessary treatment.

Skills

- Oral cancer screening
- Dental radiography
- Restorative dentistry
- Fluoride application
- Tooth whitening
- Dental health promotion
- Regulatory compliance
- Soft tissue management
- Sedation administration
- Dental disease treatment
- Periodontal treatment
- Stain removal
- Problem resolution
- Computer skills
- Project planning
- Decision-making
- Working collaboratively
- Time management
- Collaboration

Experience

Registered Dental Hygienist, 04/2018 to Current

State Of North Dakota – Watford City, ND,

Registered Dental Hygienist

Series: Pay Plan: GS-0682 Grade: 9 step 4.

Full-Time Employment 40 hours.

Supervisor: Jerry Hamlin, DMD (XXX-778-4630).

- Prepares treatment room for patient adhering to prescribed procedures and protocols.
- Provides information to patient by effectively answering all questions and requests.
- Explains etiology of caries and periodontal diseases, gives oral hygiene instruction, and provides patients with educational materials as well as motivation to accept and follow dental care instructions and advice.
- Plans sequence of dental hygiene procedures for patient appointments, instructs patient on brushing and proper flossing, as well as correlation between poor nutrition and oral disease.
- Maintains proper documentation as pertaining to dental hygiene services provided, medical and dental histories, and charting/patient records.
- On a daily basis, perform assessments of the patient's medical, dental, anxiety/phobias, medications and comorbidities for safe patient care.
- Perform thorough health care assessments that includes reviewing patients' current and past health conditions that may alter treatment, medications that may contradict treatment, anxieties and phobias, and physical disabilities to aid in safe and comfortable care.
- Able to assess the impact of medical and dental conditions, on individual basis, as it pertains to maintaining oral health, recognize age-related changes in individual patients, adapt patient environment, and maximize patient's physical comfort.
- Continually strive to maximize patients comfort in dental chair and adapt the environmental surroundings as it pertains to patients with disabilities or phobias on an individual basis.
- Perform oral assessments that include dental charting, oral cancer screenings, periodontal charting and reading of past/current radiographic studies.
- Able to acknowledge age-related changes in the oral cavity.
- Instruct patient on importance of diet and nutrition as how it pertains to their own individual oral health and needs.
- Skilled in detection of plaque and calculus, dental abnormalities/pathologies, assessing inflammation and providing safe instrumentation for each procedure, with or without use of local anesthesia.
- Examine teeth for any incisal/occlusal wear which can be caused by improper alignment of dentition, bruxism, any developmental or congenital anomalies, as well as oral habits.
- Provides patients with treatment and therapy corrective actions/preventative measures for these findings.
- Provides advice for patients with dry mouth or salivary gland disorders, lichen planus, and candidiasis.
- Instruct all patients on importance of brushing and flossing daily, the use of floss threaders for bridges, interproximal brushes for interproximal spacing and periodontal disease, importance of diet and nutrition and its effects in oral cavity, and risks involved with use of tobacco and recreational medications and addiction.

- Have knowledge of instruments, materials and standardized dental procedures used in the specialty of oral and maxillofacial surgery.
- Maintain knowledge of oral structures and understanding of surgical procedures performed.
- Possess knowledge to select appropriate available fluoride products and indications/limitations for safe and proper application.
- Administers correct application of fluoride as pertains to the patient's needs, as well as apply pit and fissure sealants to aid in prevention of decay when warranted.
- Knowledge of hygiene procedures in order to explain process and indications, complications and expected treatment outcomes for each.
- Plan a sequence of treatment and appointments for the hygiene patient as well as the patient needing treatment from the dentist in accordance with existing conditions.
- Explain process of this treatment, outcome of treatment, and any complications that could take place during said treatment.
- Assist dentist in charting findings and treatment plans in CPRS.
- Assists in filling spaces in hygiene schedule due to late cancellations and failed appointments to better accommodate our veterans and to speed up treatment.
- Maintains recall system to ensure continuous follow-up care of patients based on each individual patient and their needs prior to leaving clinic.
- Maintains patient confidentiality per HIPPA both written and verbally.
- Sets up operatory for planned procedures and cleans dental unit for timely turnover.
- Accomplish all intra-operative procedures within standard infection control protocols.
- Knowledge of proper usage of dental radiography equipment, radiation safety, assessment of proper image capture and interpretation of films.
- Expose, process, and interpret radiographic images to determine areas of calculus, periodontal disease, any abscesses or abnormalities, and dental caries for diagnosis and treatment by dentist.
- Assists in specialized dental procedures, such as oral surgery, endodontics, periodontics and other routine general dental procedures require to be performed.
- Perform recording of periodontal charting as required and in designated timelines.
- Prepare dental medicaments and impression materials per manufactures instructions.
- Clean removable appliances, dentures and partials and polish with slow speed hand piece and prophylactic angle.
- Keep operative field clear of debris and retracts oral tissues effectively and comfortably for patients.
- Instruct patients how to care for and remove these appliances.
- Experience in usage of dental radiography equipment and safety required during its use, including automatic processors, filmless digitalized units, and intraoral cameras.
- Cleaning, sharpening, sterilization of instruments, and proper preparation of treatment room by proper OSHA guidelines followed.
- Maintains patient confidence and protects operations by keeping information confidential.

Registered Dental Hygienist, 05/2009 to 03/2018

State Of North Dakota – Bismarck, ND,

- Instructed patients on dental hygiene and oral care by demonstrating effective flossing and brushing techniques and recommending quality oral care products.
- Took dental images and X-rays to identify areas of concern and presented to dentists for review.
- Customized dental prophylactic treatment to meet individual patients' needs.
- Examined gums manually and visually to determine periodontal disease and screen for oral cancer.
- Applied cavity preventing agents, like fluoride and sealants, to protect patients' teeth from decay.
- Managed dental records and entered information using Patterson Eaglesoft to keep important patient information on file.
- Studied new and advanced dental hygiene methods and technology by completing continuing education coursework.
- Monitored patients for pain and administered local anesthetic to numb sensitive areas.

Certified Medical Transcriptionist, 01/2006 to 04/2007

Spheris Medical Transcription – City, STATE,

- Demonstrated strong knowledge of medical terminology and anatomy.
- Demonstrated extremely fast and accurate typing abilities.
- Efficient in transcription software and equipment to work from home.
- Recorded and filed patient data and medical records.
- Made corrections when needed to grammar, spelling and syntax.
- Demonstrated knowledge of HIPAA Privacy and Security Regulations by appropriately handling patient information.
- Reviewed patient records to check accuracy of information and implement updates.
- Identified errors in reports which could compromise patient care.
- Reviewed account information to confirm patient and insurance information is accurate and complete.

- Transferred transcribed materials into electronic health records system.
- Edited drafts originating from speech recognition software to eliminate errors and improve flow.
- Transcribed and edited reports from numerous hospitals and physicians.
- Interpreted medical terminology and pharmacological information to translate information into coding system.
- Retrieved physician correspondence from dictation service and made edits when necessary.
- Consistently maintained accuracy rate for spelling and content.
- Reconciled clinical notes, patient forms and health information for compliance with HIPAA rules.
- Reviewed and abstracted relevant clinical data from electronic medical records to select appropriate code for procedures.
- Reviewed diagnostic and procedural terminology for accuracy.
- Followed all federal and state guidelines for release of information.
- Translated medical jargon and short-hand data into correct terminology.
- Sought clarification from physicians and other hospital personnel for answers to needed coding interpretations prior to abstracting records.
- Attended training sessions geared to the position to improve skill set and increase speed and accuracy.
- Reviewed medical records for accuracy and completion as required by insurance companies.
- Reviewed diagnostic and procedural terminology for consistency with acceptable medical nomenclature.
- Examined diagnosis codes for accuracy, completeness, specificity and appropriateness according to services rendered.
- Kept operations in full compliance with HIPAA rules and regulations.
- Maintained high accuracy rate on daily production of completed reviews.

Education and Training

Bachelor of Health Science Degree: , 07/2021

Missouri Southern State University - Joplin, Mo

GPA:

Associate of Science Degree Registered Dental: Hygienist, 01/2009

Missouri Southern State University - Joplin, MO

GPA:

Emergency Medical Technician License: , 05/1999

Three Rivers Community College - Poplar Bluff, MO

GPA:

High School Diploma: , 05/1997

Poplar Bluff High School - Poplar Bluff, MO

GPA:

Additional Information

I am an extremely talented and hard-working healthcare professional. I am determined to do the most I can in life and use my brain to its full potential and I am always seeking ways to better myself, both personally and career-wise. I am currently seeking a new role where I can apply both my talent and medical knowledge and background into. I am a very pleasant and easy-going individual and do not have any difficulty conversing, whether it be patients or co-workers. Would love to have the opportunity to start a new role in medical or pharmaceutical sales if given the chance to start in such a role. I have not yet been solely a salesperson, but throughout my career would consider myself successful in sales everyday by promoting dental products and services on a daily basis to my patients.

I am prompt, detail-oriented, used to fast-paced environment, organized, and always prepared before starting my day. I promise it would never be a mistake to have me as an employee.

Activities and Honors

- One of top performers in production for nation at VAMC.
- Have received numerous ICARE awards through the VAMC.
- Graduated with GPA of 3.792, both Associate's Degree and Bachelor's Degree.