

MEERA PATEL

123 Bridge Street, Boston, MA 12345 meerapatel@example.com (123) 456-7890

A Chiropractic Assistant with two years of experience specializing in office administration, patient assessment, communication, and clinical support. Adept at coordinating with patients and medical teams to improve clinical operations and deliver high-quality patient care .

EDUCATION

ASSOCIATE OF SCIENCE (A.S.)
CHIROPRACTIC TECHNOLOGIES
Bunker Hill Community College,
Boston, MA
September 2018 - May 2020

KEY SKILLS

- Office Administration
- Clinical Support
- Communication
- Calendar Management
- Inventory Management

CERTIFICATIONS

- ◆ Certified Chiropractic Clinical Assistant {CCCA}, 2020

PROFESSIONAL EXPERIENCE

CHIROPRACTIC ASSISTANT
Mainline Chiropractic Center,
Boston, MA
August 2021 — Present

- ◆ Perform administrative functions for a chiropractic office, delivering outpatient medical services, field phone inquiries, schedule patient appointments, manage calendars, verify patient insurance, and collect payments for treatment
- ◆ Communicate with diverse patient populations, greet patients upon arrival, gather medical history and documentation, and verify physician referrals
- ◆ Prepare treatment rooms for patient appointments, including cleaning and sanitizing surfaces and equipment in compliance with health and safety protocols

CHIROPRACTIC ASSISTANT
Highland Chiropractic,
Boston, MA
July 2020 — August 2021

- ◆ Supported office administration and clinical operations, including scheduling appointments, coordinating physician schedules, and fielding phone inquiries
- ◆ Tracked and ordered medical supplies and equipment for the practice, which included interfacing with third-party vendors on a monthly basis