
Dentist Receptionist Resume

Job Objective

To use my abilities as a Dentist Receptionist to help growing company meet overall goals while enhancing my career in the process.

Highlights of Qualifications:

- Vast front desk experience in dental clinic
 - Sound knowledge of dental procedures and insurance
 - Profound knowledge of office procedure in dental clinic
 - Ability to manage multiple phone line system
 - Ability to keep an electronic record of the patients and use the practice management software
 - Exceptional bookkeeping skills
 - Good understanding the dental terminology
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Professional Experience:

Dentist Receptionist, August 2005 – Present
Western Dental Services, Inc., Peoria, IL

- Handled all the phone calls to the clinic and assisted the callers with inquires, transferred the calls to the personnel when necessary.
- Greeted all patients and visitors in a pleasing manner in both over the phone and in person.
- Managed the patient appointments and confirmed them a day before to ensure uninterrupted services.
- Maintained all the paper work for the clinic such as making the charts for new patients.
- Administered the incoming mails, opened and sorted them to be sent to the appropriate personnel.
- Trained the new employees of the front office in understanding the work.
- Ensured that the reception, waiting and discharge area are always neat and clean.

Dentist Receptionist, May 2000 – July 2005
KNIGHTS DENTAL CARE, Peoria, IL

- Greeted the patients in a pleasant manner and assisted them with their queries.
 - Maintained all the paperwork for the clinic such as the files of patients.
 - Scheduled the appointments with the doctor on the phone.
 - Streamlined the insurance forms to be sent for filing the necessary claims.
 - Updated all patient information in the electronic system along with the necessary invoices.
 - Ensured that the waiting area and the reception are always clean, removed the paper cups and arranged the magazine rack to ensure that it is well stocked.
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Education:

High School Diploma, Oakwood High School, Fithian, IL

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