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## Orthodontic Treatment Coordinator Resume

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### Job Objective

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To obtain an Orthodontic Treatment Coordinator position and to contribute to the success and reputation of the company.

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### Work Experience:

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Orthodontic Treatment Coordinator, August 2005 – Present  
CyberCoders Healthcare, Cedar Rapids, IA

- Communicated treatment plans and the required financial commitment.
  - Maintained an effective relationship with patients, parents, doctors and staff members.
  - Acted as a leader in the office, outside marketing.
  - Conducted various clinical tasks with prospective orthodontic patient.
  - Contacted patients prior to the consultation appointment.
  - Provided a thorough, detailed explanation of the orthodontic process.
  - Greeted patients upon arrival at the practice.
  - Assisted the orthodontist during examination and treatment of patients.
  - Ordered and maintained supplies and equipment staying within the monthly office budget.
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### Summary of Qualifications:

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- Good understanding of dental insurance claims and EOB's , HMO, PPO for orthodontics
  - Profound knowledge of Dental and orthodontic terminology
  - Excellent ability to establish collection protocol for dental treatment
  - Skilled in MS Word, Excel and orthodontic software
  - Excellent customer service skills
  - Ability to present dental treatment financial contracts
  - Exceptional ability to work independently and in a team environment
  - Excellent written and oral communication skills
  - Ability to work with interruptions and to manage multiple priorities
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### Education:

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Bachelor's Degree in Dental Assisting, Smith College, Massachusetts, MA

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