







Emily Clark

Detail-oriented Dental Office Administrator with over 6 years of experience in managing daily dental office operations, patient relations, scheduling, and billing. Strong interpersonal skills with a focus on improving the patient experience and enhancing office efficiency.

CONTACT

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KEY SKILLS

- Office Management
- Patient Scheduling
- Billing & Insurance Processing
- HIPAA Compliance
- Medical Terminology

PROFESSIONAL EXPERIENCE

Dental Office Administrator | Smile Dental Group, Los Angeles, CA
April 2019 - Present

- Manage front-office operations, including appointment scheduling, patient intake, and maintaining patient records.
- Collaborate with dental professionals to ensure smooth patient flow and improve office productivity.
- Oversee insurance billing and claims, reducing claim denials by 20%.
- Ensure compliance with HIPAA regulations and office protocols, resulting in a 100% compliance rating during internal audits.

Dental Receptionist | Bright Smiles Dentistry, Los Angeles, CA
August 2015 - March 2019

- Greeted patients, verified insurance information, and provided administrative support to the dental team.
- Scheduled patient appointments, confirming the accuracy of treatment plans and ensuring timely reminders.
- Managed patient payments, handled patient concerns, and processed insurance claims

EDUCATION

Associate of Science in Health Administration
Los Angeles Community College, Los Angeles, CA | May 2015