

Samuel Ramirez

Chiropractic Office Manager

Chiropractic Office Manager with eight years in healthcare administration. Skilled in patient scheduling, insurance verification, and staff supervision.

Contact

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 City, ST 12345

Education

- A.S. in Medical Administration

Community College, City, ST

May 2013

Professional Experience

OFFICE MANAGER | SPINECARE CHIROPRACTIC, CITY, ST
MARCH 2016 – PRESENT

- Schedule 50+ patient appointments weekly, reducing no-shows by 20% through reminder protocols
- Coordinate insurance verifications, cutting claim rejections from 12% to 4%
- Supervise front-desk staff of three and mentor two new hires

PATIENT COORDINATOR | WELLNESS CHIROPRACTIC, CITY, ST
JULY 2013 – FEBRUARY 2016

- Assisted in patient intake and medical-history documentation
- Managed inventory of therapeutic supplies