

Chiropractic Technician

ROBERT SMITH

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Objective

As a Chiropractic Technician, responsible for Maintaining accurate records of all treatments, treatments per visit, etc. according to the clinic's policies and procedures, Preparing charts for doctors so they can accurately review the progress of each patient's treatment plan, Assisting other staff members as needed, Assisting with general office tasks such as making appointments, answering phones, keeping appointment calendars up to date, etc.

Skills

Microsoft Office, Microsoft PowerPoint, Windows Live Movie Maker, Multi-Line Phone System, Telephone, Customer Service, Customer Relations.

Work Experience

Chiropractic Technician

ABC Corporation - September 2007 - June 2016

- Averaged 30-60 patient encounters per shift Provided patient care in all aspects within limits of a certified chiropractic technician Provided custom therapeutic exercise programs to meet individual patient needs Provided neuromuscular re-education Performed all clinical modalities, which includes, but not limited to.
- Checked in, directed to rooms or therapy and scheduling patients Insurance/Data Entry duties.
- Submitted insurance pre-authorizations.
- Administered treatment on patients according to the chiropractic philosophy.
- Performed physical therapy exercises as directed by the patients doctor.
- Maintained accurate records of treatments given with patient consent.
- Recorded all treatments given to patients in a database.

Chiropractic Technician

Delta Corporation - 2005 - 2007

- Administrative assistant duties Scheduling patient appointments Applying therapy devices and performing treatments on patients Documentation of .
- Assist all patients with great care, beginning from their exam, vitals, lifting/ helping them move from different therapy beds, being able to perform .
- Serve the doctor in anything he needed, including translation, file organization, and having all patients ready for him when needed.
- Also often helped with clerical work in the office that included working with different programs such as Microsoft Office and Excel, inputting .
- Performed clerical and administrative tasks/ Front office duties Performed x-rays and other procedures.
- Answer phoned, greeted patients, and gave office tours if patient was new Effectively communicated and developed relationships with patient and .
- Collects and processes payments with patients and insurance companies Develops x-rays Treats patients with interferential stimulation Teaches .

Education

Bachelor Of Science