

ROBERT SMITH

Schedule Coordinator I

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Possesses outstanding interpersonal, analytical and organizational skills. An effective manager with the skills necessary to direct, train and motivate staff to reach their full potential. Highly accomplished and detail-oriented professional successful at attaining business goals through in-depth financial analysis, budget strategy design, sales development, and execution.

SKILLS

Microsoft Word/Excel, Outlook, Soft Dent, Eaglesoft.

WORK EXPERIENCE

Schedule Coordinator I

Gentle Dental Care - March 2013 – May 2019

- Schedule all appointments, check In patients, make sure all Information Is up to date, verify patients insurance, and collect co-payments.
- Check patients out and give them estimate on procedure cost, follow up on claims that are not paid.
- Make sure all claims have appropriate documents as required by the insurance company.
- Assist patients with billing needs, assist the assistants when needed, keep the front office neat and clean, help out wherever else needed.
- Have completed outstanding claims, collected outstanding balances, and have gained patients trust.
- Dental codes are a must and now have assistants coming to for codes they are unsure of.
- Forecasted all work volume, developed schedules for shifts, training, variation, and trends, and workload data to analyze and implement best practice resource as needed.

Schedule Coordinator

ABC Corporation - 2009 – 2013

- Scheduled patients for appointments using Dentrix software.
- Called patients to remind them of upcoming appointments.
- Checked in/checked outpatients.
- Confirmed insurance coverage.
- Advised patients regarding coverage details and treatment needed/rendered.
- Balanced day sheet & prepared deposits for office manager.
- Responsible for calling patients on the unscheduled treatment plan report.

SCHOLASTICS

- Diploma