Melodi Nelson
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Experience:
Jun 08 to Present: 1st Dental Care, Dr. Long K. Bui, DDS, Sierra Vista, Arizona
Assistant Office Manager.
Primary duties include inputting and educating patients on treatment plans, tracking and electronically sending insurance claims, inputting insurance payments, credentialing/recredentialing, appeals letters, updating insurance plans in the system, minor cross-coding; applying dental codes on medical claim and medical codes on dental form, balancing the deposit.
Standard duties include logging patients in, verifying dental insurance into Dentrix, scheduling appointments, office is paperless.

Sep 07 – Dec 07: Dr. Thomas Meyer, DDS & Dr. Andrew Johns, DDS, Springfield, Missouri
Assisted dentist with various dental procedures, including but not limited to, composites, amalgams, endodontic procedures, crown and bridge, CEREC tooth restorations, computerized charting of patient records, digital radiographs.

25 Jul 07– 31 Aug 07: Dr. Chris McKowen, DDS, Springfield, Missouri
Dental assisting externship
160 hours completed for externship, assisted dentist with various dental procedures, including, but not limited to, composites, amalgams, endodontic procedures, crown and bridge, charted patient procedures, filed patient records.

Nov 91 – Apr 06: US Army, Various duty locations
Summary 14 years experience working with various telecommunications/computer operations. Supervised operators, as well as performing communication center analysis duties.

Education:
2007 – Everest College, Springfield, Missouri, Dental Assisting Diploma
2007 – Missouri Basic Examination certificate
2005 MAY 05, Fort Gordon, Georgia, Standardized COMSEC Custodian Course (SCCC)
2004 JUN-OCT, Fort Gordon, Georgia, U.S. Army Basic Non Commissioned Officer Course (BNCOC)
Information System Operator-Analyst Course (74B Military Occupational Specialty)
2004 MAR 04, Fort Gordon, Georgia, Local COMSEC Management Software (LCMS)
2003 JUL-NOV, Fort Gordon, Georgia
U.S. Army Advanced Individual Training (AIT)
Information System Operator-Analyst Course (74B Military Occupational Specialty)
1999 FEB, Sterling Software, Bellevue, Nebraska
Communications Support Processor (CSP) Familiarization Course
1992 FEB-APR, Fort Gordon, Georgia
U.S. Army Advanced Individual Training (AIT)
Record Telecommunications Center Operator/Maintainer Course (74C Military Occupational Specialty)
1991 NOV – 1992 JAN, Fort Jackson, South Carolina, U.S. Army Basic Training
1989 – Buffalo High School, Buffalo, Missouri