

Stacey M. Burton

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[\(816\) 213-9474](tel:(816)213-9474)

Dental Assistant/receptionist seeking a position in which my skills and experience can be fully utilized to increase efficiency of a dental office both business and clinical

## **QUALIFICATIONS**

- Efficient in time management
- Exceptional multitasking and organizational skills
- Understand all confidentiality laws and procedures
- Knowledge of dental and medical terminology and procedures
- Experience with many different types of insurance and their coverage plans
- Proficient in navigating dental software applications

## **RELEVANT EXPERIENCE**

### **Healthcare Staffing Solutions                      2007-2015**

This is a staffing company which specializes in dental office staff placement both permanent and temporary

Working through this company has allowed me to work with various types of dental software programs and also provided me with the ability to be versatile

### **Dr. Gavin Messer/The Smiles Studio                      2005-2012**

- Scheduled appointments, prepared bills, and received payment for dental services
- Completed insurance forms and maintained records manually and using a computer
- Wrote, designed, and produced financial policies
- Maintained clean financial records
- Responsible for routine contact with insurance/third party payors and for processing incoming and outgoing claims
- Maintained all office billing and collection procedures
- Order office and dental supplies
- Greet patients and inform assistant/hygienist of their arrival
- Exposed dental diagnostic xrays
- Applied protective coating of fluoride to teeth
- Provided postoperative instructions prescribed by dentist
- Took and recorded medical and dental histories and vital signs of patients
- Prepared patient, sterilized and disinfected instruments, set up instrument trays, prepared materials
- Assisted dentist during dental procedures
- Cleaned teeth using dental instruments
- Cleaned and polished removal appliances
- Instructed patients in oral hygiene and plaque controlled programs
- Recorded treatment information in patient records

**Education** Concorde Career College

Dental Assistant

2000

**References**

Michelle Atchity

Healthcare Staffing Solutions [913-685-1466](tel:913-685-1466)

Melanie Pendleton

The Smiles Studio [816-786-5161](tel:816-786-5161)

**More references available upon request**