

SHARON SMITH

4871 W Stanford St.
Springfield, MO 65802
417.841.8602

WORK HISTORY

March 2006-February 2016

Jordan Valley Community Health Center

February 2016-June 2018

Access Dental and Dentures LLC

SKILLS

- Check in/out
- Scheduling
- Phones
- Insurance eligibility and verification
- Insurance claim filing and posting payments
- Deposits and banking
- Treatment plan presentation

EXPERIENCE

During my forty plus years in the dental field, I have acquired all skills needed in the front office. I have worked with Eaglesoft, Dentrax, NextGen and most recently Curve dental software. I am familiar with most commercial and medicaid insurance programs and have filed electronic claims using NEA Fast-Attach. At my position with Access Dental, I verified office notes to ensure correct claims for four offices in the group, appealed denials and posted all insurance payments. At Jordan Valley, in addition to front desk and billing duties I was the contact person for Aids Project of the Ozark patients and the liaison for the Burrell Grant program.

LETTERS OF REFERENCE AVAILABLE

