

# Unique Edmond

Las Vegas, NV  
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7025593431

To obtain a career position with a growing practice where performance and achievement are recognized, which therefore allows for professional growth and development.

Willing to relocate: Anywhere  
Authorized to work in the US for any employer

## Work Experience

### **Insurance Coordinator**

Pacific Dental Services - Henderson, NV  
March 2010 to Present

Maintains daily/monthly/ yearly production goals.

- Maintains practice budget.
- Performs regular office inventory of supplies to ensure effective supply order.
- Processing of employee payroll through ADP payroll system.
- Managing of employee work schedule, and time off requests
- Conducts daily team huddle.
- Ensures of the day to practice operations run smoothly
- Presentation of patients treatment plan options for all surgical cases.
- Coordination of surgical cases with restorative doctors.
- Account receivables, Account payable.
- Implementation of new systems within practice.
- Accurately posting of insurance and patient payments.
- Processing of insurance claims, and insurance claim follow up.
- Obtaining pre determinations.
- Auditing patient charts and ledger.
- Expanded knowledge in all areas of insurance billing.
- Expanded knowledge in all areas of front office.

### **Financial Manager**

Interdent Corporation/Gentle Dental - Henderson, NV  
2004 to 2010

Presentation of patients treatment plan options.

- Account receivables and account payable.
- Accurately posting of insurance and patient payments.
- Obtaining pre determinations.
- Processing of insurance claims, and insurance claim follow up.
- Expanded knowledge in all areas of billing, and front office procedures.
- Patient check in and check out procedures.

Computer Software Dentrix-G6 Softdent.Eaglesoft, Open Dental

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**Some college**

Skills

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Orthodontics, Front Office, Bilingual, billing, Scheduling, Payroll, EMR, Quickbooks, Accounting, Marketing, Operations, Receptionist, Office Management, Outlook, training, Human Resources, Customer Service, Microsoft Excel, Accounts Payable, Accounts Receivable, Typing, Data Entry

October 3,2018

To Whom It May Concern:

Unique Edmond is one of many individuals whom I have had the pleasure of working with throughout my dental career. She is one of the rare individuals that stands out in my mind and any business has her in their employ will benefit many times over. Unique matches and surpasses her peers in all of the usual criteria that are desirable in a dental professional. She has the skills required of an office manager to keep the day to day, and yearly numbers and their significance and why they must be monitored and tracked. She is like an in-house dental consultant. Unique's performance in those areas beyond the usual criteria is stellar and that is why she will be a great asset to any practice. She has displayed one hundred ten percent loyalty to the doctor and the practice, which many employees 'fail to get" today. She has always done what is best for the practice and at the same time recognizes that this is vital for the Dr. to be able to offer the best treatment for the patients. Unique brings a "corporate" mental attitude to a small business setting and puts into practice the much desired qualities of continual growth and learning, need for organization, structure, and systems. Her "confrontational skills" are excellent which may intimidate other non-confrontational coworkers (who never speak up but will complain behind the scenes).

These skills are essential in collections and insurance accounts receivable management. These skills will also bring attention to issues within the practice that may need attention and improvement. Unique has an ownership mentality and is constantly striving to make continual improvements in her work and existing front desk office systems. I would not to hesitate to offer my highest recommendation of Unique. One is hard pressed to find individuals with honesty, integrity, loyalty, and character today. She will indeed be a great asset for the practice that welcomes her and incorporates what she has to offer.

Please contact me at (702) 489-8309 at any time if I may answer any questions you might have regarding Unique

Best Regards,

*Kara Stevenson*

Kara Stevenson, Practice Management Consultant

Sphere Education and Development