

Analytical and reliable dental assistant transitioning in the world of health information systems.

Astute at configuring and executing EHR, deploying and maintaining health IT systems, and leveraging advanced skills of EHR workflow analysis and redesign to improve process and performance. Experience with all aspects of HIPAA, healthcare regulations, security, and privacy. Well-versed in maintaining the health system's master data, ensuring accuracy and integrity through tools. Aptitude for collaborating with end-users to troubleshoot and resolve issues, analyzing various solutions.

- Talent for evaluating system workflows, managing clinical data, and preparing organizations for EHR implementation.
- Advanced skills via interactive training in simulated environments with Cerner PowerChart.
- Proficient with practice management software, healthcare information systems, and user requirements to enrich clients' experience.
- Ability to coordinate with various stakeholders and suggest technical ways to improve systems.

Key Health IT Technical Skills

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| <ul style="list-style-type: none">• Cerner EHR Millennium• Health Information Systems• Healthcare Data Analytics Skills• Tableau | <ul style="list-style-type: none">• Multiple Health IT Software Systems• Workflow Analysis & Redesign• Microsoft Office Suite (Word, Excel, PowerPoint & Access) | <ul style="list-style-type: none">• Healthcare Terminology (English & Spanish)• HIPAA Compliance & Healthcare Regulation |
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Education & Credentials

Associate of Science

Anticipated, 20XX

Health Information Systems Specialist Certificate

Associate of Science in General Sciences, 20XX

Associate of Arts in Liberal Arts, 20XX

Healthcare Interpreting Certification, 20XX

Johnson County Community College, Overland Park, KS

HCIS Coursework

Healthcare data analytics | workflow analysis and redesign | Cerner EHR platform, Millennium® fluency | healthcare information technology | healthcare terminology | EHR design, functionality, and usability | HIPAA compliance and health IT security | healthcare regulations | quality assurance & improvement | quality improvement in healthcare | medical ethics

Dental Assisting Certification

20XX

Educational Institute, Someplace, KS

Experience

Johnson County Community College, Overland Park, KS

20XX to 20XX

Student

Gaining detailed knowledge and understanding of data analytics, health information systems, and system development/implementation methodologies in healthcare information systems. Acquiring valuable insights on EHR skills through interactive training Cerner EHR platform, Millennium®. Cultivating skills related to EHR training programs. Updating

knowledge from reputable sources, particularly focusing on health information systems, simulated environments, HIPAA compliance, information exchanges, consumer engagement, cybersecurity, and security regulations.

Healthcare Interpreter Intern

Earned certificate of Healthcare Interpreting Certificate. Gained valuable skills in translating and interpreting English to Spanish, facilitating patients to accommodate immediate needs. Participated in discussions as to how to interpret as per commonly emerging patterns of interpretation. Researched and designed own ideas/philosophy on interpretation.

XXXX DMD LLC., XXXX, KS

20XX to Present

Dental Assistant II

Deliver high-level quality healthcare and educate patients on various aspects of oral hygiene. Cord retraction of gingiva for impression procedures. Fabricate, adjust, cement, and remove indirect provisional restorations. Assist in the administration of nitrous oxide when used for analgesia or sedation.

- Leveraged skills dental radiography equipment for the purpose of oral radiograph.
- Oversaw multiple healthcare elements, including executing intraoral and extraoral photography.

XXXX DDS LLC., XXXX, KS

20XX to 20XX

Lead Dental Assistant

Provided valuable assistance in eradicating post extraction sutures after inspection of the surgical site. Took final impressions for permanent indirect restorations. Took facebow transfers and bite registrations for laboratory work and adjust prosthetic devices extra-orally. Managed inventory and stock of dental products.

- Cultivated professional skills of new dental assistants, improving their performance for future responsibilities.
- Achieved recurring success in finalizing dental surgery sedation cases spanning over three hours.

XXXX DDS INC., Someplace, XX

20XX to 20XX

Registered Dental Assistant

Mouth-mirror inspections of the oral cavity include charting of obvious lesions, existing restorations, and missing teeth. Place, adjust and finish direct provisional restorations. Exercise knowledge of procedure set up and breakdown, while complying with proper OSHA standards of infection control.

- Successfully executed pit and fissure sealants (board-approved course required).
- Polish coronal surfaces of the teeth (board-certified course required).

Additional Experience

Merchandise Stocker, XXXX, XXXX, KS (20xx to 20xx)

Dental Assistant, XXXX DDS., XXXX, KS (20xx to 20xx)

Licenses & Certification

Registered Dental Assistant License

X-Ray License | CPR Certified

Dental Technical Proficiencies

XXXX Dental Practice Management Software | XXXX Dental Practice Management Software

XXXX Dental Practice Management Software | XXXX Dental Practice Management Software

XXXX Imaging Software | XXXX Imaging Suite Software

XXXX Imaging Software