

ELVIRA BOIES

Dental Biller

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(976) 513-6003

277 South Main Street, Rutland, Vermont
05701



PROFILE

A dental biller with over three years of experience streamlining billing procedures and increasing collections for dental practices. I have a proven track record in reducing accounts receivable, improving cash flow, and working closely with patients to maximize insurance reimbursement. As a result of my efforts, practices have seen increased efficiency and profitability. I am knowledgeable in all aspects of dental billing including electronic claims submission, third-party reimbursements, patient financing options, and state regulations governing the profession. My experience has taught me how to handle even the most challenging situations while maintaining a high level of customer service.

LINKS

[linkedin.com/in/elviraboies](https://www.linkedin.com/in/elviraboies)

SKILLS

Dental billing

Dental coding

Insurance claims processing

Patient account management

Accounts receivable and collections experience

Electronic dental records (EDR)

Practice management software

EMPLOYMENT HISTORY

Dental Biller at Vermont Dental Billers Association, VT

May 2022 - Present

- Reduced outstanding dental claims by X%.
- Negotiated with insurance companies to get Y% of claims paid.
- Trained Z new employees in billing procedures.
- Implemented a new software system that increased efficiency by W%.
- Resolved A patient complaints per month.
- Billed an average of \$\$\$ per day.

Dental Billing Specialist at Vermont Dental Hygienists' Association, VT

Jul 2019 - Apr 2022

- Negotiated with insurance companies to get higher reimbursement rates for dental services, resulting in an increase of 20% in revenue.
- Developed a new billing and coding system that increased efficiency by 30%.
- Created customized reports for clients that helped them understand their dental benefits and claims status.
- Trained other staff members on proper billing and coding procedures.

EDUCATION

High School Diploma at Champlain Valley Union High School, Hinesburg, VT

Aug 2014 - May 2019

I've learned how to manage my time, how to study for exams, how to do research, and how to write essays.

CERTIFICATES

Certified Dental Biller (CDB)

Oct 2020

Registered Dental Billing Specialist (RDBS)

Apr 2019

MEMBERSHIPS

American Dental Association

National Association of Dental Plans