

# Iona Seeliger

Dental Billing Specialist

## Profile

I have over 1 year of experience as a Dental Billing Specialist. In my role, I am responsible for billing insurance companies and patients for dental services rendered. I work closely with the dentists and office staff to ensure that all claims are accurate and submitted in a timely manner. I have a strong knowledge of dental coding and procedure pricing, which allows me to maximize reimbursement for our practice. My attention to detail and ability to problem-solve has resulted in efficient claim processing and increased revenue for the practice.

## Employment History

### Dental Billing Specialist at DentalOne Partners, TX

Jun 2022 - Present

- Negotiated with insurance companies on behalf of patients to get claims paid that had been previously denied.
- Billed an average of \$12,000 per month for dental services rendered.
- Collected payments from patients and processed them in a timely manner.
- Answered patient questions regarding their bill or insurance coverage.
- Maintained accurate records of all billing activity.
- Worked closely with dental office staff to ensure smooth daily operations.

### Dental Billing Specialist II at Kool Smiles, TX

Jul 2021 - May 2022

- Streamlined the dental billing process, decreasing the time spent on billing by 25%.
- Negotiated with insurance companies to get higher reimbursement rates for our office. This increased revenue by \$8,000 per month.
- Created a new system for tracking patient payments which improved collections by 3%.
- Trained 2 new dental billing specialists in our office's unique procedures.
- Reviewed 100 claims per day and submitted them electronically within 24 hours 95% of the time.
- Managed a team of 4 medical billers and ensured that all bills were processed accurately and in a timely manner.

## Education

### High School Diploma at Highland Park High School, TX

Aug 2017 - May 2021

I have learned time management, organization, and study skills.

## Certificates

### Certified Dental Billing Specialist (CDBS)

Sep 2020

### Registered Dental Assistant - Business Administration (RDA-BA)

Apr 2019

## Details

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## Links

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

## Skills

Dental billing

Dental coding

Insurance claims processing

Patient account management

Accounts receivable and  
collections experience

Proficiency in Microsoft Office  
Suite, dental software programs,  
and electronic health records (EHR)  
systems.

Strong customer service skills

## Languages

English

Hindi

## Hobbies

Organizing

Crafting

Reading