

Jody Needler

Dental Treatment Coordinator

Profile

I have over 3 years of experience as a Dental Treatment Coordinator. I am experienced in coordinating dental treatment plans, communicating with patients and insurance companies, and scheduling appointments. I am detail-oriented and organized, and I have a strong commitment to providing excellent patient care. I am proficient in using dental software programs, and I have a working knowledge of dental terminology.

Employment History

Dental Treatment Coordinator at Aspen Dental, OK

Jun 2022 - Present

- Reduced treatment plan costs by 15% on average.
- Negotiated with insurance companies to cover an additional 20% of dental treatments.
- Arranged financing for patients who could not afford upfront payments.
- Created and implemented a system to track patient progress and ensure follow-up appointments were scheduled in a timely manner.
- Trained new staff members on the duties of a dental treatment coordinator.
- Successfully completed over 500 hours of continuing education courses related to dentistry.

Dental Treatment Coordinator II at Perfect smiles, OK

Sep 2019 - Apr 2022

- Coordinated dental treatment for 100 patients per week.
- Created and implemented a new system for tracking patient progress which increased efficiency by 20%.
- Trained 2 new Dental Treatment Coordinators in the office procedures and software systems.
- Successfully resolved scheduling conflicts for 15% of patients seen.
- Acted as liaison between dentist, specialists, staff, and patients to ensure clear communication and understanding of treatment plan.

Certificates

Certified Dental Treatment Coordinator (CDTC)

Jan 2021

Certified Orthodontic Treatment Coordinator (COTC)

Aug 2019

Memberships

American Dental Association

National Dental Association

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📍 3605 White Oak Dr, Fremont, CA 94536

Education

High School Diploma at Putnam City High School, Oklahoma City, OK

Sep 2015 - May 2019

I've learned how to study for and take tests, how to do research, and how to write papers.

Links

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

Skills

Dental Terminology

Dental Insurance Knowledge

Treatment Planning

Financial Arrangements/Coordination

Scheduling Appointments

Verbal Communication Skills

Interpersonal Skills

Languages

English

Spanish