

Ivy Lin

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Objective

Dental hygienist seeking to gain a position in the dental field.

Education

08/2015 – 05/2020 **CUNY New York City College of Technology, Brooklyn, NY** **GPA: 3.0**

- AAS in Dental Hygiene
 - Worked under the supervision of dentists and dental hygienists to provide patient care through clinical service and dental health counseling.

Work Experience

3/2018 – 12/2019 **Receptionist/Medical Claims Specialist: *Seong Pan Physician P.C., Brooklyn, NY***

- Assisted in appointment scheduling for patients' follow ups and annual checkups.
- Verified patients' eligibilities and demographics; minimizing delays in claims processing.
- Posted payments made by various insurances and patients to respective accounts.
- Digitally filed insurance checks/EOBs obtained from insurance websites to MDLand.
- Communicated with insurances for readmittance advice and corrected claims reimbursements.
- Submitted prior authorization requests to insurances for complicated procedures.
- Completed medical records request cycles for insurance companies.

11/2016 – 3/2018 **Medical Biller: *Healthier Imaging Lab & Specialties, New York, NY***

- Generated claims for cardiology and radiology procedures that were performed onsite.
- Verified patients' eligibilities and demographics; minimizing delays in claims processing.
- Posted payments made by various insurances and patients to respective accounts.
- Trained new employees to ensure correct protocols are taken.
- Communicated with colleagues to execute tight deadline projects.

7/2016 – 8/2016 **Temp Office Assistant: *NYU Lutheran Medical Center, Brooklyn, NY***

- Filed and organized office documents and improved existing office templates.
- Collected materials for presentations by analyzing data and generating reports.
- Communicated with colleagues to collect employee information for HR purposes.
- Documented patients' food intake for proper diet control.

Skills

- DentiMax, Microsoft office, G-suite, MDLand
- EO & IO head and neck oral cancer screening, patient motivation, SOAP note formatting, blood pressure screening, fluoride treatment, diet counseling, and engine polishing
- dental assessments: dental charting, disclosing & plaque index, caries risk, periodontal charting
- treatment planning, OHI, scaling and root planning with hand scaling and Cavitron ultrasonic, exposing and interpreting digital radiographs

- Rubber dam and cotton roll isolation, pit and fissure sealants, alginate impressions and pouring molds
- Pain management: application of topical analgesias and Oraqix, administering local anesthesia
- Administer Arestin (minocycline HCl)

Language

- English and conversational Cantonese