



KELLY ZOU, R.D.H.

BOARD CERTIFIED DENTAL HYGIENIST



EXPERIENCE

Emergency Dentist NYC | DEC 2021 - Present

DENTAL ASSISTANT / RECEPTIONIST

- Verify and enter insurance coverage information, ensure the patients receive all required paperwork and scan crucial documents such as new patient forms, consent forms and treatment plans
- Manage appointment bookings across all platforms, politely answer the phone to schedule or confirm office appointments
- Restock, manage and order dental equipment inventory
- Use Dentrix Ascend to manage all patient related information
- Sterilize instruments, set up/turn over rooms and assist in four-handed dentistry

Geraldine Sevilla DDS | AUG 2020 - DEC 2021

DENTAL ASSISTANT / RECEPTIONIST

- Exposed digital dental radiographs in accordance with all guidelines to ensure patient safety
- Took alginate impressions and poured dental stone models
- Verified insurance coverage, set up appointments and assisted patients with billing and payment plans
- Wrote dental lab prescriptions and managed lab cases
- Managed information with Open Dental software, including treatment plans, consent forms, patient records, appointments, and billing with accuracy



Education

ASSOCIATE IN APPLIED SCIENCE : DENTAL HYGIENE

SEP 2022 - MAY 24

NEW YORK CITY COLLEGE OF TECHNOLOGY | USA

ASSOCIATES OF SCIENCE IN HEALTH SCIENCE

SEPT 17 - DEC 19

QUEENSBOROUGH COMMUNITY COLLEGE | USA

CONTACT

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Portfolio: <https://openlab.citytech.cuny.edu/kzou-eportfolio/>

CERTIFICATIONS

- CPR/BLS certification
- Certificate of Mandated Reporter Training: Identifying and Reporting Child Abuse and Maltreatment
- Local anesthesia certification
- Nitrous Oxide certification

CLINICAL SKILLS

- Medical history
- Blood pressure screening
- EO/IO examination
- Oral cancer screening
- Oral hygiene education
- Dental/periodontal charting
- Scaling and root planing
- Arestin placement and assessment
- Expose and interpret digital radiographs
- Sealants with rubber dam/ cotton rolls/ Dri-angle
- Engine polishing
- Alginate impression
- Fluoride application
- Nutrition counseling
- Administration of Oraqix, local anesthesia and nitrous oxide
- Suture removal
- Fabrication of whitening trays