

# Michaela Medlock

Brighton, CO 80601

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(720)442-3404

## Professional Summary

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Objective| It is my goal to individualize every patient's treatment and to have each patient leave in better shape than the way they came in.

## Work Experience

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### **Dental Hygienist**

Brighton Modern Dentistry-Brighton, CO

January 2025 to Present

- Updating patient medical history and maintaining up to date records
  - Performing dental cleanings, removing plaque and tartar, polishing teeth.
- Providing oral hygiene instructions and educating the patient.
- Oral cancer screenings

### **Dental Assistant/Front Office Receptionist**

Lori M. Sadar D.D.S, PC-Westminster, CO

January 2021 to Present

- Take radiographs, assist in restorations, sterilize instruments and operatories, update medical health history
- Schedule patient's appointments, file patient charts and EOB's
- Submit insurance claims and cash box reconciliation

### **Front Office Receptionist**

Cynthia Sheeks D.D.S-Broomfield, CO

June 2022 to March 2023

- Confirm and schedule patient appointments, check patients in and out
- Submit electronic insurance claims

### **Dental Hygiene Assistant**

Highpointe Dental-Thornton, CO

July 2019 to June 2020

- Take radiographs, polish, floss, FL2 Varnish application
- Sterilize instruments and operatories

## Education

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### **Dental Hygiene (Associate of Applied Science)**

Concorde Career College-Aurora, CO

June 2023 to November 2024

## Skills

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- Aseptic technique
- Computer operation
- Maintaining patient confidentiality
- Patient interaction
- Dental terminology
- Vital signs
- HIPAA
- Dental hygienist experience
- Infection control
- Dental x-ray
- Dental clinic experience
- HIPAA compliance management
- Skills| -Insurance Claims -Radiographs -Cavitron use -Patient Education -Local anesthesia -Reliability - Team Player Certifications| -Dental Assisting
- Dental scaling
- Electronic health records (EHR) management
- Dental equipment
- Dental care patient education
- Teamwork
- CPR -NOMAD -HIPAA -Nitrous Oxide -Radiology Training and Education for Dental Assistants
- Attention to detail
- Dental office experience
- Dental prophylaxis

## Certifications and Licenses

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**Registered Dental Hygienist**

**Local Anesthesia Certification**

**Anesthesia Certification**

**CPR Certification**