



Avery Harris

Chiropractic Office Receptionist

Personable Chiropractic Receptionist with a focus on office efficiency and patient satisfaction

Four years of experience in chiropractic clinics, managing daily schedules, collecting payments, and supporting wellness program communications.

PERSONAL INFORMATION

 (555) 712-9988

 email@example.com

 Boise, ID

KEY SKILLS

- Multi-practitioner scheduling
- Chiropractic billing codes
- EHR navigation
- Customer satisfaction
- Payment posting

EDUCATION

- CERTIFICATE IN MEDICAL RECEPTION | COLLEGE OF WESTERN IDAHO, NAMPA, ID | MAY 2019

PROFESSIONAL EXPERIENCE

RECEPTIONIST | ALIGN WELLNESS CHIROPRACTIC, BOISE, ID | MARCH 2021 - PRESENT

- Managed calendar for 3 chiropractors with a 94% schedule utilization rate
- Increased patient return visit rate by 22% by implementing automated follow-up reminders
- Reduced missed copays by 30% through improved front desk collection processes

FRONT DESK ASSISTANT | TREASURE VALLEY CHIROPRACTIC, MERIDIAN, ID | MAY 2019 - FEBRUARY 2021

- Greeted 60+ patients per day and maintained accurate visit documentation
- Processed payment plans and assisted with billing support