

Dental Office Manager Cover Letter

91433 Wiza Square Ashleyfort, FL 20659

Dear River O'Conner,

Please consider me for the dental office manager opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for all functions allowed under said license by the Illinois Dental Practice Act that has oversight of the license.

Please consider my experience and qualifications for this position:

- Support data management with review of clinical data/information, as needed
- Oversee delivery and shipment of items for orthodontist and dentists
- Report all unsafe activities to manager, Human Resources and/or Facilities
- Respond efficiently to doctor needs and inquiries
- Adhere to all HIPAA and OSHA regulations
- Experience taking patient records
- Experience with OSHA, HIPAA and Dental Board compliance
- Knowledge of Good Clinical Practice (GCP) guidelines strongly preferred

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Dallas Reilly