**Allan Harper**

12 SW 19th Street ♦ Moore, OK 23444♦ Contact # ♦Email

**CHIROPRACTIC ASSISTANT**

**Bringing strong customer service skills, clerical capabilities and patient care expertise to maximize the efficiency.**

**HIGHLIGHTS**  
• 6+ years’ experience in different chiropractic assistance capacities  
• Track record of ensuring maximum patient retention through explaining the value of chiropractic treatments  
• Highly skilled in assisting doctors with patient programs pertinent to physical disabilities  
• Proficient in interviewing patients to obtain medical information and measuring vitals  
• Demonstrated ability to assist physicians in examination and treatment of patients  
• Able to perform clerical work efficiently  
• Expert user of MS Word and Excel  
• Bilingual: English and Spanish

**SELECTED** **ACCOMPLISHMENTS**  
• Worked with WHO (World Health Organization) in developing WHO Guidelines on Basic Safety Procedures in Chiropractic  
• Achieved the Best Chiropractic Assistant Award from the Oklahoma Community of Chiropractors

**RELATED EXPERIENCE**

**Chiropractic Assistant**| Green Care – Moore, OK | Dec 2013 – Present

• Greet patients and assist them accordingly  
• Attain information from patients regarding their medical history in order to complete forms  
• Assist physicians examine patients and providing them with instruments or materials for performing procedures  
• Record patients’ vitals and test results  
• Manage scheduling and patient flow  
• Perform medical billing and coding

**Chiropractic Coordinator**| Life Time – Mississauga, ON | Jan 2010 – Dec 2013

• Assisted physicians to ensure precise medical records and treatment plans  
• Established an effective communication between the patient and physician  
• Verified patient’s specific financial information,  
• Billed patients and contacted to insurance companies for reimbursement  
• Handled patient scheduling tasks  
• Promote and take ownership of internal marketing within Life Time Fitness

**EDUCATION**  
High School Diploma | CITY SCHOOL, Mississauga, ON – 2009