

# Sarah Williams

## CHIROPRACTIC ASSISTANT

(555) 345-6789  
sarah.williams@email.com

### SKILLS

Patient Care	Expert
Administrative Support	Expert
Office Management	Expert
Record Keeping	Expert
Insurance Billing	Expert
Scheduling and Appointment Coordination	Expert
X-ray Assistance	Expert
Customer Service	Expert
Chiropractic Terminology	Expert
Treatment Room Preparation	Expert

### AWARDS

- Completed 50-hour volunteer service at local health fairs to educate the community on chiropractic care benefits.
- Organized a patient education initiative in the clinic, increasing patient awareness about the importance of spinal health and wellness.

### PROFESSIONAL SUMMARY

Detail-oriented chiropractic assistant with experience providing clinical support and patient care in a fast-paced chiropractic office. Proficient in managing patient records, assisting with treatment procedures, and ensuring a welcoming, efficient office environment.

### EXPERIENCE

2021 - Now

#### Chiropractic Assistant

Wellness Spine Chiropractic / Miami, FL

- Provide support during patient evaluations and treatments, assisting the chiropractor in spinal adjustments, soft tissue therapy, and rehabilitation.
- Maintain patient records, ensuring all information is accurate, up-to-date, and properly filed in accordance with privacy regulations.
- Handle patient scheduling, confirming appointments and ensuring patients are informed about their treatment plan.
- Process insurance claims and manage billing procedures, ensuring accuracy and timely submission.

2019 - 2021

#### Chiropractic Assistant

Healing Hands Chiropractic / Miami, FL

- Prepare treatment rooms for chiropractic sessions, ensuring they are clean and well-stocked with necessary equipment and supplies.
- Assist in the performance of therapeutic exercises and provide patient guidance on exercise techniques and injury management.
- Perform administrative tasks such as answering phones, responding to emails, and handling patient inquiries.
- Manage patient files, ensuring accurate documentation and compliance with healthcare regulations.

### EDUCATION

#### Associate of Science in Health Sciences

Miami Dade College | Miami, FL

Graduated: May 2019

#### Certifications

- Certified Chiropractic Assistant (CCA) | Issued: June 2019
- CPR & First Aid Certified | Issued: March 2020