TAMARA CHAUSSE'

Dental Administrative & Revenue Cycle Specialist

18027 W Onyx Ave, Waddell, AZ 85355
(602) 717-6354 | Tamarachausse@gmail.com

PROFESSIONAL SUMMARY

Experienced dental professional with over 25 years in the dental industry and a comprehensive background in dental office administration, front-office management, insurance billing, accounts receivable, collections, and treatment coordination.

Highly skilled at managing insurance aging reports, resolving outstanding claims, verifying insurance benefits, and improving the accuracy of financial records. Known for persistence, attention to detail, strong organizational abilities, and a commitment to exceptional patient service.

Seeking an opportunity to contribute extensive dental administrative and financial experience to a successful dental practice or dental support organization.

CORE COMPETENCIES

- Dental Front-Office Management
- Accounts Receivable (A/R)
- Insurance Aging & Claims Resolution
- Dental Insurance Verification
- Insurance Billing & Collections
- Patient Scheduling & Coordination
- Treatment Coordination
- Financial Arrangements & Payment Collection
- Administrative Operations
- Patient Relations & Customer Service
- Payroll Administration
- Dental Assisting

PROFESSIONAL EXPERIENCE

PARADISE VALLEY DENTAL
Front Office Coordinator | October 2024 – October 2026

- Managed front-desk operations and patient check-in.
- Coordinated patient scheduling and appointment management.
- Served as a primary point of contact for incoming phone calls.
- Verified dental insurance benefits and eligibility.

- Reviewed and corrected insurance information for accuracy.
- Managed and worked insurance aging reports to resolve outstanding claims.
- Assisted with insurance payment collection.
- Provided exceptional patient service and administrative support.

KIDZ R KOOL PEDIATRIC DENTISTRY
Front Office Coordinator | June 2022 – June 2024

- Managed front-desk operations.
- Scheduled and coordinated patient appointments.
- Provided patient and family customer service.
- Assisted with insurance payment collection.
- Supported daily administrative functions.

AFFILIATED ORTHODONTICS
Financial Coordinator | March 2022 – June 2024

- Managed billing and collections.
- Coordinated patient financial arrangements.
- Assisted with treatment coordination.
- Handled payroll responsibilities.
- Supported financial and administrative operations.

HILGERS ORTHODONTICS
Front Office Coordinator | May 2021 – March 2022

- Managed front-desk operations.
- Coordinated scheduling and patient appointments.
- Provided customer service.
- Assisted with insurance payment collection.

WEST VALLEY PEDIATRIC DENTISTRY & ORTHODONTICS
Insurance/Billing & Treatment Coordinator | Administrative Assistant | Orthodontic Manager | August 2006 – December 2019

- Managed insurance billing and administrative responsibilities.
- Coordinated patient treatment and financial arrangements.
- Assisted with insurance claims and collections.
- Supported orthodontic office management.
- Provided administrative and patient coordination services.

DESERT VIEW DENTAL
Dental Assistant | Front Desk | Billing Coordinator | January 1999 – August 2006

- Performed dental assisting duties.
- Managed front-desk responsibilities and patient scheduling.
- Assisted with dental billing and insurance coordination.
- Supported daily clinical and administrative operations.

EDUCATION & CERTIFICATIONS

BRYMAN COLLEGE – ARIZONA
Associate Degree, Dental Assisting Certificate | May 2000

GREENWAY HIGH SCHOOL – ARIZONA
High School Diploma | May 1997

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