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# CHIROPRACTIC ASSISTANT RESUME

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## Objective:

Seeking the Chiropractic Assistant position where I can apply my experience and efficiently contribute to the company's growth.

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## Summary of Skills:

- Certified Chiropractic Assistant with experience performing the clerical and administrative duties necessary to the functionality of a chiropractor's office
  - Profound knowledge of chiropractic, decompression and physical therapy
  - Sound ability to communicate clearly and effectively
  - Knowledge of personnel and administrative procedures
  - Ability to multi-task, work under pressure and meet deadlines
  - Ability to handle phone calls, email and fax
  - Excellent Verbal and Written Communication Skills
  - Strong Computer skills: MS Office, Data entry, Internet Searching
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## Work Experience:

Chiropractic Assistant, August 2005 to till date  
Allied Health Chiropractic Centers, New York, NY

- Assisted in managing daily activities performed at Chiropractic and Wellness Clinic.
- Assisted in exercise and physical rehab that included helping patients treat their chronic pain conditions.
- Understood and implemented chiropractic terminology as well as insurance and billing practices.
- Ensured correct billing process for all clinics, laboratory and other divisions.
- Answered phone calls, filing, insurance filing and coding.

Chiropractic Assistant, May 2000 to July 2005  
Crowley Chiropractic, New York, NY

- Managed the daily operations of the Front Desk and Records Room Area for the organization.
  - Guided patients, juggled scheduling, managed claims and educated patients with certain procedures
  - Compiled and recorded medical charts, reports, and correspondence.
  - Provided highly developed customer service to patients.
  - Filed confidential information and made data entry.
  - Answered multi-line phone.
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## Education:

Associate Degree in Chiropractic Technology, Nash Community College, Rocky Mount, NC

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