

Meloney Wallace

Senior Dental Assistant | Lead Assistant | Dental Billing & Insurance

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SUMMARY

Senior Registered Dental Assistant with 33+ years of experience in clinical and administrative dental operations, including insurance verification, claims processing, and dental coding. Highly skilled in Invisalign workflows, implant dentistry, and patient coordination, with strong knowledge of dental billing systems and insurance procedures. Proven ability to support both front and back office functions, ensuring accurate documentation, efficient claims submission, and optimized revenue flow.

CLINICAL SKILLS

- Dental X-Rays
- Invisalign
- Implant Dentistry
- CEREC / CAD-CAM
- IV & Oral Sedation
- EagleSoft / Open Dental
- Lab Work
- OSHA / HIPAA

DENTAL BILLING & ADMIN SKILLS

- Insurance verification and eligibility checks
- Claims submission, tracking, and follow-up
- Knowledge of CDT dental codes
- Treatment plan breakdowns and insurance estimates
- Patient billing and financial coordination
- EOB posting and review
- Pre-authorizations and insurance communication

EXPERIENCE

Senior / Lead Dental Assistant

Parmer Lane Family Dentistry | 2020–Present

- Invisalign coordination, scanning, and patient education
- Implant, restorative, and general dentistry assistance
- Clinical workflow leadership and assistant mentoring
- Insurance verification, claims submission, and follow-ups
- Utilized CDT codes for accurate billing and documentation
- Coordinated patient billing and insurance processing

Primary Dental Assistant

Austin Dental | 2003–2020

- CEREC restorations (e.max, Lava, Zirconia, implant crowns)

- Implant placement & restoration; IV/oral sedation
- Lab management, ordering, and equipment maintenance

Dental Assistant

Dr. MacAulay | 2001–2003

- Restorative procedures, temporaries, lab work

Head Dental Assistant

Longhorn Dental | 1997–2001

- Orthodontic support, night guards, Essix, digital records

Dental Assistant

Dr. Fisher | 1994–1996

- Chairside assistance, recall scheduling, patient financials

Roving Dental Assistant

Dr. Blackburn | 1993–1994

- Back and front office clinical support

CERTIFICATIONS

Registered Dental Assistant (RDA) | Nitrous Oxide | Radiology | CPR