

Job Advertisement



Groom

Senior Health and Dental Claims Specialist

Groom & Associates ★★★★★ 21 reviews - Montréal, QC

[Apply Now](#)

Title: Senior Health & Dental Claims Specialist

Location: Downtown Montreal, QC

Position status: Permanent, Full-time

Salary: \$70,000 - \$80,000 annually

TO APPLY: Send your resume to Pamela at: pamela.kumaravelu@groomassociates.com

Company profile:

Our client is a provider of professional and high quality insurance services. The firm's goal is to build trust with clients, meet their expectations, manage risk and assist with insurance matters.

Responsibilities:

- Analyze health and dental claims in accordance established standards, procedures and guidelines;
- Enter the data into the complaints processing system by being careful and efficiency;
- Respond to the varied requests of the insured, plan administrators, RAMQ and suppliers regarding claims;
- Ensure the required follow-ups in the files independently;
- Make adjustments, when necessary;
- Check the error reports and make the necessary corrections;
- Issue reimbursement checks to suppliers;
- Work together with various external experts;
- Produce statistical reports on activities related to complaints;
- Participate in the development of procedures for the complaints team continuous process improvement;
- Perform any other related task.

Requirements:

- A college diploma or equivalent experience
- Good level of comfort with the Microsoft Office suite
- Five (5) years of relevant experience
- Experience in team coordination, an asset

Skills and competences sought

- Autonomy and ability to make decisions
- Developed analytical mind and rigor
- Know how to be discreet
- Have a sense of responsibility
- Have initiative
- Know how to manage your priorities
- Bilingualism (French and English)

We thank all candidates for showing interest in this role; however, only retained candidates will be contacted.

For more information on our recruitment service, please visit our website www.groomassocies.com

MLA CITATION:

Groom & Associes; *Indeed.com*;

<https://ca.indeed.com/viewjob?jk=72a01d1559486094&tk=1edsbv2srr5vp800>; 22 July 2020.

CHRISTINA HRUBY

29 rue des Colibris

Montreal, QC, H9T 3D8

Phone: (514)-623-9418

Email: chrishruby@hotmail.com

August 7, 2020

Pamela Kumaravelu
Human Resources Account Manager
Groom & Associates
360 St. Jacques St.
Montreal, Quebec, H2Y 1P6

Dear Ms. Kumaravelu,

Please consider my application for the Senior Health and Dental Claims Specialist position, advertised on indeed.com. I have 21 years of experience working in the dental field, 19 of which were in the position of registered dental hygienist. I am enthusiastic about the field of oral health and interested in pursuing new career opportunities where I can apply my industry skills.

I grasp new concepts quickly and am also very self-motivated. I recently enrolled in the Bachelor of Dental Science Degree at the University of British Columbia, specializing in Dental Hygiene. Working full-time at a periodontal office while studying online has afforded me excellent time management and computer skills.

Developing and presenting dental health conferences to large audiences, producing precise and attractive progress reports, translating and scripting patient documents, as well as carefully explaining complex treatment options to patients has refined communication and leadership skills that I hope to employ in the role of claims specialist.

You will see from my enclosed resume that I meet all the requirements of the position. I am a dedicated employee and approach tasks with enthusiasm. I would very much like to discuss opportunities with Groom & Associates. To schedule an interview, please call me at 514-623-9418 or email me at chrishruby@hotmail.com.

Sincerely,



Christina Hruby
Encl.: Résumé

CHRISTINA HRUBY

29 rue des Colibris

Montreal, QC, H9T 3D8

Phone: (514)-623-9418

Email: chrishruby@hotmail.com

OBJECTIVE: Senior Dental Health and Claims Specialist position with opportunity for advancement.

EXPERIENCE:

- September 2016 - present **REGISTERED DENTAL DYGIENIST, PAROIMPLANTO**
Conducted consultations, treatment presentation, patient education, periodontal charting and scaling, recall management, post-operative care, suture removal, digital periapical/panoramic/CT scan radiography, intraoral scanning, writing and formatting of treatment reports, intraoral photography, implant maintenance and integrity verification, and periodontal conference plenary speaker.
- April 2013 - September 2016 **REGISTERED DENTAL DYGIENIST, DRE. OLGA SKICA PARODONTISTE**
Performed periodontal charting and scaling, recall management, oral hygiene instruction, communication between specialist and referring offices, and educational presentation guest speaker.
- January 2012 - April 2013 **REGISTERED DENTAL DYGIENIST, CENTRE DENTAIRE PIERREFONDS**
Completed new patient examinations, recall management, oral hygiene instruction, digital and phosphor plate radiography, pit and fissure sealant placement, caries detection, laboratory fabrication of whitening reservoirs, staff meeting secretary, and sterilization.
- January 2007 - December 2011 **REGISTERED DENTAL DYGIENIST, CENTRE DENTAIRE SIOUFI**
Executed new patient examinations, recall management, digital radiography, oral hygiene instruction, implant maintenance, removal and re-seating of implant retained complete dentures, caries detection, laboratory fabrication of whitening reservoirs/study models, management of take-home/Zoom in-office whitening systems, and sterilization.
- December 2006 - June 2009 **REGISTERED DENTAL DYGIENIST, CENTRE DENTAIRE NDG**
Effected new patient examination, recall management, oral hygiene instruction, digital radiography, pit and fissure sealant placement, caries detection, laboratory fabrication of whitening reservoirs, and sterilization.
- May 2001 - August 2006 **REGISTERED DENTAL DYGIENIST, DENTAL OFFICES OF DR. J.F. McMULLAN**
Carried out new patient examinations, recall management, oral hygiene instruction, implant maintenance, caries detection, laboratory fabrication of whitening reservoirs/athletic mouthguards, inventory/ordering, traditional film radiography, and sterilization.

CHRISTINA HRUBY

EDUCATION:

- September 2019 - present **BACHELOR OF DENTAL SCIENCE, UNIVERSITY OF BRITISH COLOMBIA**
Specialization: Dental Hygiene
- September 1998 – May 2001 **DIPLÔME D'ÉTUDES COLLÉGIALES, JOHN ABBOTT COLLEGE**
Dental Hygiene
- September 1996 – May 1998 **BUSINESS ADMINISTRATION AND MANAGEMENT, MCGILL UNIVERSITY**
Concentration: Marketing
- September 1994 – May 1996 **DIPLÔME D'ÉTUDES COLLÉGIALES, JOHN ABBOTT COLLEGE**
Commerce

SKILLS:

Detection of periodontal and dental disease
Time Management
Case Presentation
Team collaboration and leadership
Business Acumen
Public Speaking

ACTIVITIES:

Running

An avid runner and competitor in several half-marathons, olympic-length triathlons, and one full marathon.

Volunteering

Team manager Lakeshore Hockey Association.

Languages

Strong appreciation for languages, Fluent in English, French, and Ukrainian.
Conversational Russian.

Public Speaking

Plenary Speaker: ParoSoirée Periodontal and Implantology Advice for Dental Hygienists Conference February 2019, upcoming Webinar December 2020.

Guest Speaker: Villa Maria High School Career Day

Oral Health Presentation: YMCA Pierrefonds Daycare, Margaret Manson Elementary

REFERENCES:

Available on request.

Christina Hruby
29 rue des Colibris
Montreal, QC, H9B 47E

August 7, 2020

Francine LaJoie, Administrative Director
Clinique Parodontologie CTH
Montreal, QC, H6D 8A4

Dear Ms. LaJoie,

I hope you are doing well. I am currently applying to a position at Groom & Associes as a Senior Health and Dental Claims Specialist. As you know, I have been pursuing studies in the field of dental science with the goal of expanding my career opportunities. I am writing to kindly ask you for a letter of reference for the application to Groom & Associes.

It has been a pleasure working with you for the past 4 years, as dental hygienist at CTH. Your professional guidance and encouragement, particularly related to the conferences in February and October of last year, have been appreciated and valued.

Thank you for taking the time to read my letter. If possible, you may email the letter of reference to chrishruby@hotmail.com, by August 27, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for everything.

Sincerely,



Christina Hruby

Encl.: <https://my.indeed.com/p/christinah-q3xx2gv>

Christina Hruby
29 rue des Colibris
Montreal, QC, H9B 47E

August 7, 2020

Dr. Hamel D.M.D., DIPL. PARO. FRCD
Clinique Parodontologie CTH
Montreal, QC, H6D 8A4

Dear Dr. Hamel,

I hope you are doing well. I am currently applying to a position at Groom & Associates as a Senior Health and Dental Claims Specialist. As you know, I have been pursuing studies in the field of dental science with the goal of expanding my career opportunities. I am writing to kindly ask you for a letter of reference for the application to Groom & Associates.

It has been a pleasure working with you for the past 4 years, as dental hygienist on your team at CTH. You have been a invaluable source of technical knowledge and professional guidance. I am particularly grateful for your encouragement throughout my years of continued education.

Thank you for taking the time to read my letter. If possible, you may email the letter of reference to chrishruby@hotmail.com, by August 27, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for everything.

Sincerely,



Christina Hruby

Encl.: <https://my.indeed.com/p/christinah-q3xx2gv>

Christina Hruby
29 rue des Colibris
Montreal, QC, H9B 47E

August 7, 2020

Dr. Macres, D.D.S.
Clinique Bord de L'eau
Montreal, QC, H5A 8B2

Dear Dr. Macres,

I hope you are doing well. I am currently applying to a position at Groom & Associes as a Senior Health and Dental Claims Specialist. As you know, I have been pursuing studies in the field of dental science with the goal of expanding my career opportunities. I am writing to kindly ask you for a letter of reference for the application to Groom & Associes.

It was a pleasure working with you at Clinique Dentaire BDG from 2010 to 2015. As a dental hygienist on your team, I benefitted from your professional expertise and eagerness to share knowledge. Your enthusiasm influenced my decision to seek higher education and career growth.

Thank you for taking the time to read my letter. If possible, you may email the letter of reference to chrishruby@hotmail.com, by August 27, 2020. I have enclosed a link to my online résumé, for your reference. Thank you, once again, for everything.

Sincerely,



Christina Hruby

Encl.: <https://my.indeed.com/p/christinah-q3xx2gv>