



Samantha Rivera

CHIROPRACTIC ASSISTANT

(305) 123-4567

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United States, Miami, FL

SKILLS

Patient intake and documentation	Expert
Patient education on chiropractic care	Expert
Chiropractic office management	Expert
Strong communication and interpersonal skills	Expert
Knowledge of medical terminology and treatment techniques	Expert
Ability to manage administrative tasks and appointment scheduling	Expert

PROFESSIONAL SUMMARY

Compassionate and dedicated Chiropractic Assistant with experience supporting chiropractors and ensuring a high level of patient care. Highly skilled in administering physical therapies, performing patient intake, and providing administrative support.

EXPERIENCE

March 2020 - Now

Chiropractic Assistant

Healing Hands Chiropractic / Miami, FL

- Assist chiropractors during patient examinations and treatments, ensuring a smooth and efficient flow of care.
- Perform patient intake, including documenting medical history, current symptoms, and treatment goals.
- Prepare and maintain treatment areas, ensuring all equipment is sanitized and ready for use.
- Educate patients about chiropractic care and provide recommendations for home exercises.
- Schedule patient appointments and follow-up visits, ensuring minimal scheduling conflicts.

June 2018 - March 2020

Chiropractic Assistant Intern

Wellness Chiropractic / Miami, FL

- Shadowed experienced chiropractors, learning techniques for patient assessment and chiropractic adjustments.
- Managed patient files, ensured compliance with privacy laws, and updated medical records as needed.
- Supported front-office operations, including answering phones, verifying insurance information, and processing payments.

EDUCATION

Certificate in Chiropractic Assisting

Miami Dade College / Graduated: May 2018

CPR and First Aid Certified

American Red Cross / January 2023