

To Whom It May Concern,

Anaya Janwadkar, a 10th grade student, completed an internship at Dental Concepts Clinic's management office in the month of December 2023, where she was introduced to the administrative and organizational aspects of healthcare. During her time there, she observed how effective management plays a vital role in ensuring that the clinic operates smoothly and provides quality care to patients.

Her responsibilities included assisting with scheduling appointments, maintaining patient records, organizing files, and helping manage the flow of patients between the reception area and treatment rooms. She also learned about billing procedures, insurance documentation, and the importance of clear communication between staff and patients. This internship allowed her to see how teamwork between the administrative staff and dental professionals creates an efficient and supportive environment for patient care. She gained valuable skills in organization, time management, and problem-solving, while also understanding the importance of confidentiality and professionalism in healthcare.

Through this experience, she developed a deeper appreciation for the management side of dentistry and how it supports the clinical work of dentists and hygienists. She is grateful for the opportunity to learn in a professional healthcare setting that combined both patient service and office management.

Sincerely,

Dr Ekta Doctor

Owner & Principal Dentist

Dental Concepts.