

BEATRIZ Q OBERLOHER

6819 Wurzbach Rd. San Antonio, TX 78240| (Cell) 210-860-6480

Bea.Oberloher@yahoo.com

Professional Summary

Position in a business that will utilize my strengths in customer service, computer knowledge, as well as my medical and dental practice skills.

Skills/Qualifications

- Medical/ Dental Insurance Billing
- Fluent Spanish Speaking
- Customer Service-oriented
- Team Player
- Currency Management
- Dentrix Certified
- Scheduling Institute Certified
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Office Equipment
- Alphabetic/Numeric record keeping
- Phone Etiquette
- Self- motivated

Work History

Excel Dental & Implant Center

4450 Lockhill Selma Rd Ste.101

San Antonio, TX 78249

Patient Care Coordinator

05/2023- 08/2025

Alamo Maxillofacial Surgical Associates

1139 East Sonterra Blvd Ste.505

San Antonio, TX 78258

Patient Care Coordinator

10/2018- 05/2023

Steven C. Albright, D.D.S.

Oral and Maxillofacial Surgery

15600 San Pedro Ste. 107

San Antonio TX, 78232

Insurance Coordinator

10/2016- 07/2018

Excellent Dental Specialists

Dr. Kent Hamilton DDS

Dr. Andrew Weber DMD, M.S

14500 San Pedro Ste. 200 San Antonio TX, 78232

Medical Billing Specialist

08/2014 – 03/2016

- File Claims and follow up on outstanding claims biweekly
- Answer phones and schedule patients with demographics
- Verification of insurance benefits (dental and medical)
- Create appeals and set up peer to peers between doctors
- Solid presence on the phone with the insurance
- Present excellent skills in communication with the patients
- Coordinate with patients in order to facilitate completion of the oral care treatment
- Run quarterly reports for financial statistics necessity

Education

Northwest Vista College

3535 N Ellison Dr

San Antonio, TX 78251

(210) 212-5266

06/2024- Current

Perusing prerequisite classes for Dental Hygiene Program

San Antonio College

1819 N Main Ave, San Antonio, TX 78212

(210) 486-0000

08/11- 05/13

Perusing associate degree in business

John Marshall High School

8000 Lobo Lane, San Antonio, TX 78240

08/08-05/11

High School Diploma