dentalninja09@gmail.com
San Antonio, Tx 78210
210-800-4437

REBECCA SANCHEZ

Driven Dental Assistant successful at building relationships with patients and colleagues. Offers expertise in patient care and education to support optimal oral health outcomes. Attentive and prepared professional dedicated to practice growth and stability. Strong knowledge of dentistry practices. Well-rounded professional skilled at handling multiple tasks, including making dental impressions, sterilizing stations, and taking X-rays. Organized with experience in charting and preparing patient treatment plans.Highly-motivated with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS

-Patient Services -Disinfecting rooms and equipment

-Inventory Management -Patient records gathering

-Equipment Sterilization -Dental Radiology

-Clinical Support -Chairside assistance

-Patient Counseling -Restorative procedures

-Instrument Preparation -Patient Scheduling

-Patient Education -Infection control procedures

-Laboratory take impressions -pour stone

-Insurance Claims -outstanding insurance claims inquiries

-Insurance payments/ patient payments

-handle communication/ confirmation system

-check emails -schedule office maintenance for doctor

EXPERIENCE

Lawrence W. Morris D.D.S.

Dental Assistant/ Office Manager (06/2009- Current)

-Educated patients on proper oral hygiene techniques and habits.

-Ordered supplies necessary for daily operations of the practice.

-Conducted routine maintenance of equipment used in dentistry operations.

-Provided support services such as stocking rooms with supplies, cleaning trays and changing linens between patients.

-Keep accurate records of dental treatment provided for each patient's visit.

-Performed administrative duties such as scheduling appointments, answering the telephone and updating patient records, treatment plans, pre-determinations

-managed staff and their duties

-Sterilized instruments according to established guidelines and protocols.

-Handled billing inquiries from insurance companies regarding claims submitted by the office.

-Assisted in laboratory procedures such as mixing impression materials or pouring casts from impressions taken by the dentist.

-Assisted dentist in providing dental treatment to patients, including taking patient medical histories and vital signs.

-Laid out dental instruments and equipment before procedures.

-Applied sealants and protective coating to teeth to protect enamel and prevent cavities.

Alamo Heights Dental

Treatment Coordinator 03/2025- Current

-Answer Phones

-Schedule patients (treatment and hygiene)

-Work up treatment plans

-Send pre-determinations

-Verify insurance

-Confirm appointments

EDUCATION

Kaplan Career Institute — *Diploma - Dental Assistant*

06/2009 - San Antonio, Tx

LANGUAGES

English / Spanish (fluent)