

Brittany Marie Ruiz

Front desk

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(210)307-7670

PROFILE

Motivated Dental Receptionist with experience handling all front desk responsibilities with care. Committed to supporting the ultimate patient experience by ensuring smooth and accurate financial transactions, easy scheduling and on going care.

EXPERIENCE

Patient Coordinator , Alamo Ranch Family Dentistry - June 2024 -September 2024

Greet and check patient in/out

Confirm appointments / reschedule if needed.

Collect any out of pocket copays / balances

Answer phones, respond to emails in a timely manner.

Go over any treatment doctor is recommending

Maintain a clean office for our patients.

Front desk receptionist, Imagine Children's Dentistry and Orthodontics — April 2022 - October 2023

- Greet and check patient in/out
- Verify insurance PPO & Medicaid
- Scheduled and coordinated financing options for recommended treatment.
- Collect any out of pocket the patient might have
- Answer phones, emails and assist office manager with issues that arise in the office.

Front desk receptionist, Smiley Dental and Orthodontics — November 2021 - February 2022

- Greet and check patient in/out
- Collect any out of pocket the patient might have
- Verify insurance PPO & Medicaid
- Schedule , reschedule and cancel appointment's as needed

- Answer phone calls and help patient with any questions they might have

**Sales Associate /Seasonal Sales Associate, James Avery Craftsman —
June 2014 - Present**

- Greet guest and help/answer any questions they might have.
- Showcase Jewelry
- Solder and polish jewelry
- Collect payments

**Registered Dental Assistant, Brident Dental & Orthodontics — April 2013-
September 2013**

- Greeted and seated patients
- Took digital X-rays ,went over updated patient history ,took vitals
- Sterilized instruments and hand pieces
- Cleaned up and setup rooms for next patient
- Assisted Dentist Cleanings,Fillings and Oral surgery ect. - Four handed dentistry
- Trained in Zoom bleaching

**Registered Dental Assistant (Externship) , DR.ALEX SALINAS - December 2012-
January 2013**

- Greeted and seated patients
- Sterilized instruments and hand pieces
- Assisted Dental Hygienist - Four handed dentistry
- Clean and setup rooms for next patient
- Took digital X-rays

EDUCATION

The College of Health Care Professions — Registered Dental Assistant - 2012

SKILLS

- Dental terminology
- Knowledgeable in Eaglesoft and Open dental
- HIPPA & OSHA Trained
- Treatment planning
- Insurance verification (PPO & Medicaid)
- Operating basic office equipment (i.e Phones, computers , fax machines)

- Documentation in medical records
- Processing any out of pockets fees , copays etc .
- Customer services
- Processing VCCs