

MARI-ANGEL PALACIO

Dental Treatment Coordinator

CONTACT

 (726)239-8210

 mpalacio93@yahoo.com

EDUCATION

Clark High School

2016 - 2020

High School Diploma

SKILLS

- Knowledge of dental terminology
- Communication skills
- Negotiation skills
- Problem-solving skills
- Organization and time management skills
- Sales and upselling skills

PROFILE

I am an experienced Treatment Coordinator with a passion for helping patients achieve their best dental health. I have extensive experience in the industry, including more than 2 years working as a Treatment Coordinator. I am knowledgeable about Office Systems and Softwares and understand the nuances of both functional & aesthetics of oral health & hygiene. I pride myself on my ability to negotiate the best deals for all patients and to navigate complex dentistry work plans. I am highly organized, detail-oriented, and have strong communication skills.

WORK EXPERIENCE

TREATMENT COORDINATOR

Jefferson Dental/ The Smile Center

January 2023 - Present

- Understanding of Office Systems such as Sabrina, Dentrax and Dolphin.
- Provide excellent customer service to patients.
- Update and maintain patient files.
- Appointment confirmation calls.
- Understanding patient forms dealing with HIPPA, consent, record releases and treatment plans.
- Handling payment/posting payment plans.
- Attaching scans/scan in documents to correct charts.
- Review ledgers and identify unpaid balances.