



R I T A P A V L I K

1802 Eagle Meadow ▪ San Antonio, TX 78248 ▪ (210) 492-7301 ▪ ritap1802@gmail.com

OBJECTIVE: I would like to utilize my years of experience in providing excellence.

I have developed attention to the care of a dental business because I have the desire to strive for excellence. Insurance processing is a large part and a great need to assist in a business. I find it priceless in knowing what the policy provides. Including explanation of the results of the benefits assigned. Collecting and following up is priceless in any business. I am a quick learner and aim to surprise anyone who is willing to give me a chance. I am willing and able to take on new methods of business.

As a capable team player, I will provide a company with support it will require to commit.

LANGUAGE SKILLS

English and Spanish Speaker

PROFESSIONAL EXPERIENCE

ALAMO HEIGHTS DENTAL

OFFICE MANAGER

MAY 6, 2021-JAN 30, 2026

DUTIES: OVERSEEING OFFICE NEEDS OR CONCERNS, PAYROLL PREPARATIONS, ACHIEVE SPECIFIC OFFICE NEEDS AND EVERY DAY COLLECTIONS, INSURANCE AND FOLLOW UP, SCHEDULING.

WURZBACH PARKWAY FAMILY DENTAL

DR. KEVIN KLENKE

AUGUST 2019-JAN 2021

DUTIES; INSURANCE COORDINATOR, TREATMENT PLANNING AND SCHEDULING

DR. JEFFREY WERT, ORAL SURGERY

JULY 2017-JULY 2019

DUTIES; SCHEDULING, INSURANCE COORDINATOR AND MEDICAL CODING AND BILLING

Steven R Payne DDS April 10, 1995 - January 29, 2016

Office Manager

DUTIETS: SCHEDULING TREATMENT PLANNING, COLLECTIONS, TRANSITIONED OFFICE TO GO PAPERLESS.

Manage dental office: Included but limited to:

Filing insurance, sending statements, scheduling and collections.

Duties as an Office Manager (includes but not limited to)

- Focusing on business practice and succeed.
- Identifying and updating patient account records.
- Transitioned office to become paperless.
- Processing insurance claims as well as statements of accounts electronic.
- Identifying coding or billing problems with insurance (EOBs).
- Verification and contacting insurance companies.
- Dental Assisting is limited with sterilization and x-ray.
- Ensured compliance ongoing regulatory compliance process with regard to HIPPA, American Dental Association, Texas Dental Association, EEOC, Texas Medical Board, OSHA, and X-Ray Certification. Monitored staff to stay in compliance.
- Comfortable with legal terminology and concepts related to regulatory compliance, employment law, and the insurance & medical industries.
- Associate's degree in computer Aided Transcribing.

EDUCATION

Associate's degree, 1991

San Antonio College

Medical transcription work with legal terminology knowledge

PERSONAL Organized, Results Driven, Team Player, Goal Oriented, Take Pride in my Work, Value Integrity

References

RITA PAVLIK

Lisa Carouth

C 210—863-5379

Association: Church friend, and later work for 3 years.

Amy Adams

© 210-865-4273

Association: Friend through the children for 15+ years and were working together.

Melia Clark

© 210-683-5646

Association: Friend and business associate for 10+ years. Stay in touch after leaving her part time job.

Martha Lybrook

C 210-379-4024

Association: Church volunteer associate last 2 years. Diana Marin

C 210-367-0539

Association: Thru church group for the last 3 years.

Diana Marin

C 210-367-0539

Association: Thru church group for the last 3 years.

Steven R. Payne DDS

O 210-824-2111

Association: Thru years of working for his practice.