

# Zandra Aguilar

12727 Vista Del Norte, Apt 722  
San Antonio, TX 78216  
(830) 507-0901  
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## Skills

Motivated Dental Coordinator with experience handling all front office responsibilities with diligent care. Committed to support the ultimate patient experience by ensuring smooth and accurate patient education, financial transactions, easy scheduling, and ongoing support. Efficient in Eagle Soft, Dentrix, and Win OMS software.

## Experience

August 2021- Current

### **Myron's Prime Steakhouse** – *Server*

- Maintained a communicative environment for the team to ensure business efficiency.
- Ensured customer satisfaction by being friendly and accessible.
- Maintained full product knowledge of menu and specials.

July 2018- February 2020

### **Oxy Med Respiratory Healthcare** – *Billing Coordinator*

- Responsible for creating and sending insurance claims, co payments, deductibles.
- Maintained current knowledge of regulations and managed all aspects of collections for the practice.
- Provided support to physicians' offices regarding medical records management and assisted with scheduling appointments for patients when necessary.

March 2016- July 2018

### **Enamel Dentistry**– *Front Office Coordinator*

- Maintained doctors' schedule and recalls
- Insurance verification and breakdown of benefits
- Submitted insurance claims and work EOB rejections
- Posted payments and maintained electronic claim submission
- Coordination with patient and referring offices

August 2014- March 2016

### **Lake Travis Oral Surgery** – *Insurance Coordinator*

- Insurance verification and breakdown of medical and dental benefits
- Obtained pre authorizations for oral surgery
- Handled account payments and provided information regarding outstanding balances

- Scheduled procedures and post op appointments

Coordination with referring offices for patient treatment care

## **Education**

New Braunfels High School, Class of 2002

### **References:**

**Edward Garcia (Oxy Med Respiratory Healthcare) (210) 847-4890**

**Brandon Jones (Widner OMS) (512) 797-3398**

**Bianca Gillespie (434) 960-8782**