

## Miranda Garcia

8601 Westgate Blvd. #7103, Austin, TX 78745

Ph: (512) 375-7094

Garciamiranda13@yahoo.com

My skills go well beyond my prior work experience. I understand the importance of providing great customer service, representing my organization in a professional manner, assuring attention to detail, organization and being a team player. I want to enhance my career and grow as an employee and individual in the dental field.

### DENTAL TREATMENT COORDINATOR / FRONT DESK / RECEPTIONIST, ENAMEL DENTISTRY

AUSTIN, TX February 2021 – April 2026

- Coordinated and presented treatment plans to patients, ensuring patients clearly understand procedures, costs, and timeline
- Follow up with patients regarding pending or unscheduled treatment to increase case acceptance
- Register new patients and assist to complete all necessary forms and documentation
- Schedule patient appointments and confirm upcoming appointments
- Manage financial arrangements, including payment plans and collecting payments
- Verify dental insurances and arrange supporting documents for tracing insurance claims
- Process insurance claims and manage outstanding claims to assure payment
- Communicate effectively with dentists, hygienists, and front office staff to ensure seamless patient care

### FRONT DESK / RECEPTIONIST, AUSTIN DENTAL SPECIALTY GROUP

AUSTIN, TX October 2019 – February 2021

- Document dental care services by charting patient records
- Maintain safe and clean working environment by complying with procedures, rules and regulations
- Answer and manage incoming calls.
- Register new patients and assist to complete all necessary forms and documentation
- Schedule patient appointments and confirm upcoming appointments
- Treatment planning
- Collect and receive payments from patients at time of treatment as well as arrange payment schedule with patient.
- Verify dental insurances and arrange supporting documents for tracing insurance claims
- Process insurance claims and manage outstanding claims to assure payment

### DENTAL ASSISTANT / FRONT DESK / RECEPTIONIST, ATX FAMILY DENTAL

AUSTIN, TX May 2018 – October 2019

- Patient care.
- Instrument sterilization
- Document dental care services by charting in patient records
- Sterilize, take X-rays, and turn over room
- Maintain safe and clean working environment by complying with procedures, rules and regulations
- Answer and manage incoming calls.
- Register new patients and assist to complete all necessary forms and documentation
- Schedule patient appointments and confirm upcoming appointments
- Collect and receive payments from patients at time of treatment as well as arrange payment schedule with patient.
- Verify dental insurances and arrange supporting documents for tracing insurance claims

### STUDENT, DENTAL ASSISTANT SCHOOL

AUSTIN, TX October 2017 – April 2018

- Experienced in dental procedures for oral examination and routine restoration.
- Experienced in taking teeth impressions and in four-handed dentistry.
- Knowledge in setting up and preparing instrument trays and materials.
- Maintaining cleanliness by sterilizing instruments.
- Knowledge and experienced in dental charting

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### **CAREGIVER, HOUSE OF LITTLE ANGELS LEARNING CENTER**

AUSTIN, TX July 2017 – April 2018

- Greeting Parent and Child(ren) by name.
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Provided age-appropriate lessons, recreation and learning experiences for children in care.
- Communicated in a thorough and timely manner with parents regarding children's progress, behavior and needs.

### **Education**

**Austin Dental Assistant Academy: Austin, Texas**

Graduated: April 2018

- Current CPR Certified

**Masters Learning Academy: Austin, Texas**

High School Diploma