

Yennifer Salmeron

Austin, TX | (830) 953-0305 | Salmeron.yennifer@gmail.com

PROFESSIONAL SUMMARY

Patient-focused Dental Treatment Coordinator with over 4 years of experience in dental administration, insurance verification, treatment presentation, and patient financial coordination. Skilled at building trust with patients, explaining treatment plans clearly, and helping patients move forward with recommended care. Bilingual in English and Spanish with strong communication, organization, and customer service skills.

PROFESSIONAL EXPERIENCE

Treatment Coordinator

Groovy Dental | December 2025 – Present

- Present treatment plans and educate patients on recommended procedures, including fillings, crowns, root canals, extractions, implants, and orthodontic treatment.
- Submit and monitor insurance pre-authorizations and follow up on pending treatment.
- Build strong patient relationships by answering questions and addressing treatment concerns.
- Assist patients in understanding treatment recommendations and financial responsibilities.
- Collaborate with providers and the dental team to support patient understanding and treatment acceptance.

Front Desk / Treatment Coordinator

Ideal Dental | June 2023 – December 2023

- Verified dental insurance eligibility, benefits, and patient coverage.
- Presented treatment plans and explained insurance coverage and patient financial responsibility.
- Assisted patients with financing options to help them proceed with recommended treatment.
- Scheduled follow-up appointments, pending treatment visits, and recalls.
- Maintained accurate patient records while providing professional customer service.

Front Desk Coordinator / Treatment Coordinator

Access Dental | October 2021 – May 2023

- Promoted from Front Desk Coordinator to Treatment Coordinator based on performance.
- Presented treatment plans and educated patients on recommended dental procedures.
- Verified insurance coverage and discussed payment and financing options.
- Greeted patients, answered phone calls, and addressed patient questions.
- Scheduled and rescheduled appointments while maintaining an organized patient schedule.
- Collected payments and documented accurate patient information.
- Scanned and maintained patient records and treatment documentation.

EDUCATION

High School Diploma

SKILLS

Treatment Plan Presentation • Insurance Verification & Benefits • Dental Insurance Coordination • Pre-Authorizations • Patient Education • Patient Financing • Treatment Acceptance • Appointment Scheduling • Customer Service • Microsoft Office • Open Dental • Electronic Patient Records • Bilingual: English & Spanish