

Marissa Cortez

Office Manager

San Antonio, TX 78225

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210-4467036

To obtain a job where I can utilize my skills and expand my knowledge.

#readytowork

Authorized to work in the US for any employer

Work Experience

Office Manager

The Root Canal Doctor - San Antonio, TX

August 2017 to July 2019

Run and keep office organized. Billing, accounts payable and receivable, insurance verification, treatment planning, and all office duties.

HR and Billing Manager

San Antonio Dental Center

February 2016 to February 2017

Open and prepare the office for the day. Multi lines phones. Accounts receivable and payable. Make appointments for new patients and follow ups. Receive and post payments. Verify insurance coverage. Go over procedure coverage and payment plans. Confirm next day appointments. Close out the day. Payroll, Hiring process for new employees, Orientation for new employees, and interview process

Patient Care Coordinator

Brident Dental

January 2014 to February 2016

Treatment planning

Collection

Insurance verification

Billing Manager

Smile Kings Dental and Orthodontic

October 2012 to August 2013

Billing and Finance

Send claims Treatment plan collections billing

Coordinate Ortho and Pedo

Office Manager

San Antonio Dental Center

March 2012 to November 2012

Open and prepare the office for the day. Multi lines phones. Accounts receivable and payable. Make appointments for new patients and follow ups. Receive and post payments. Verify insurance coverage. Go over procedure coverage and payment plans. Confirm next day appointments. Close out the day. Payroll. DENTRIX

Office Manager

Smile World Family Dentistry
March 2008 to 2011

Open and prepare the office for the day. Multi lines phones. Accounts receivable and payable. File and pull charts accordingly. Make appointments for new patients and follow ups. Receive and post payments. Verify insurance coverage. Go over procedure coverage and payment plans. Confirm next day appointments. Close out the day DENTRIX

Education

Associate

Luther Burbank High School - San Antonio, TX

Associate in applied Science in applied Science

Antonio College - San Antonio, TX

Skills

- Accounts receivable (10+ years)
- Customer Service (10+ years)
- Data entry (10+ years)
- Benefits Administration
- Dentrux
- Eaglesoft
- Employee Orientation
- Human Resources
- Human Resources Management
- Recruiting
- Dentrux
- Benefits Administration
- Human Resources Management
- Human Resources
- Employee Orientation
- Chairside Assisting
- Dental Assisting
- Employee Evaluation
- Financial Report Writing
- Management
- Office Management
- Workers' Compensation

Additional Information

SKILLS

SUMMARY OF SKILLS Strong skills with: Microsoft including Excel, Word, and Spreadsheets. Multi Lines Phones Data entry Accounts Receivable and Payable Strong Customer Service Skills New hires Multipurpose copy scanner fax