

JESSA TEAL

7901 Petaca Trail, Austin, TX 78729 · 512-992-7804

jessateal@gmail.com

Experience

NEW PATIENT COORDINATOR, ROUND ROCK DENTAL GROUP, AUSTIN, TX – APRIL 2022-PRESENT

Welcoming and scheduling all new patients; coordinating hygiene schedules; collecting accurate insurance information; keeping all patient documentation up-to-date; collecting payments; assisting patient in-office and via phone and text messaging system.

SCHEDULING COORDINATOR, ROSE DENTAL GROUP, AUSTIN, TX – 2019-APRIL 2022

Managed doctor and hygiene schedules to achieve daily goals; ensured patients are informed about their treatment plans and insurance coverage; coordinated patient care with assistants and doctors; attached all documentation to insurance claims; verified insurance eligibility and benefits; collected payments; assisted patients in-office and via phone and text messaging system; maintained all patient documentation.

COMMUNICATIONS LIAISON, ROSE DENTAL GROUP, AUSTIN, TX – 2018-2019

Answered and transferred calls to appropriate coordinator; maintained accurate call logs; adhered to all state, federal, and HIPAA laws and guidelines; ran recall and reactivation spreadsheets for patients.

STORE MANAGER, LEARNING EXPRESS TOYS, AUSTIN, TX – 2013-2017

Managed social media accounts by creating posts and maintaining an online presence. Coordinated and ran events. Maintained customer and employee relations. Ensured all employees were aware of current store guidelines and performed to meet store goals.

Education

Career Foundry – Web Design Program – June 2022 - Present

Concordia University Texas – Bachelor of Arts, Psychology, 2017

Skills

Interpersonal Relationships
Communication
HIPAA Compliance

Organization
Computer Skills
Management