

Flavia Juarez

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Objective

Bilingual receptionist looking for a part time position where I can display my consistent professionalism, dedication and assiduoussness.

Professional Experience

Neurosurgery Clinic –Ambulatory Service Representative

11/2014 - Present

Children's Medical Center, Dallas, Texas

- Patient communication in Spanish and English
- Scheduling /Confirming patient appointments
- Verifying commercial insurances as well as Medicaid plans
- Obtaining insurance and PCP referrals/authorizations for offices visits/medical procedures
- Patient registration, general office duties (faxing, coping, filing, etc.)

Receptionist

12/2013 - 09/2014

Priceless Care Home Health, Dallas, Texas

- Patient communication/ Patient intake in Spanish and English
- Created/Organized patient charts
- General office administration
- Created patients' plans of care, re-certifications/discharges, admission referrals
- Managed and coordinated nurses' & patients' schedules

Podiatric Assistant/Insurance Specialist

05/2012 - 07/2013

Oak Cliff Podiatry, Dallas, Texas

- Prioritized patient daily care according to acuity and schedule patient procedures
- Take vital signs and prep for procedures
- Maintained and set up patient rooms
- Performed preventive maintenance on equipment
- Verification of commercial insurances/Medicare/Medicaid
- Scheduled out-patient surgeries
- Requested and prepared pre-certification/pre-authorizations
- Assisted with patient and family education
- Utilized PC to enter and retrieve patient data
- General office administration

Lead Teacher

09/2008- 05/2012

ABC Day School #3, Lancaster, Texas

- Cleaned, sanitized, and maintenance of all children toys, nap mats and rooms and made sure all rooms are safe for children
- Teach educational and recreational activities for children ages 18 months- 12 year olds
- Observed and assessed each child's development
- Planned, prepared and executed weekly units based upon a theme to develop social, cognitive and physical skills.

Education

Certified Phlebotomy Technician, 2012

BAH Career Training, Duncanville, Texas

Lancaster High School, Lancaster, Texas

High School Diploma, 2008