

Rosaura Meraz

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Cell: 214-280-9124

SUMMARY:

- Experienced as a Medical Office Manager, Chiro practice Assistant, and Surgical Technologist.
- More than ten years of experience managing the daily operations of a medical office.
- Proven experience overseeing patient flow and scheduling patient procedures.
- Ten years' experience in answering multi-line phone systems and operating office equipment.
- Learned to anticipate the needs of surgeon(s) enhancing my assistance in the pre-operative phase of patient care.

TECHNICAL SKILLS:

Microsoft Word; Medisoft/Office Hours

OTHER: Bilingual, Spanish

EXPERIENCE:

Parkland Hospital

PFS Registration Specialist

Jan 2016 to Present

Responsibilities included but are not limited to:

- Verifying patient information
- Adding and verifying insurance coverages
- Collecting payments
- Creating Medical Record Numbers
- Customer Service
- Completing Registration for outpatient services
- Telephone operations

Genesis Chiropractic

Office Manager

Oct 2003 to Dec 2015

Genesis Chiropractic specializes in chiropractic services, pain relief, massage therapy, accident rehabilitation and other wellness techniques. As an Office Manager my position required knowledge and experience in all facets of medical business office management. Responsibilities included but were not limited to:

- Managed the daily operations of the chiropractic office.
- Oversaw patient flow, by prioritizing patient daily care according to treatment plans.
- Performed and developed X-rays as well as assisting patients with passive therapies.
- Scheduled patient procedures and referrals. Performed insurance verifications for commercial, workers comp and third party coverage.
- Monitored Medisoft daily, adding any edits, requests for leave and limiting overtime. Ensured accurate data entry with attention to detail.
- Answered multi-line phone system as well as operated all office equipment.
- Recognized for exceptional customer service skills.

**Accident & Injury
Chiropractic Assistant**

Aug 2001 to Aug 2003

Accident & Injury Chiropractic specializes in soothing therapies to provide pain relief and recovery from injury. As a Chiropractic assistants working in private offices, some of my duties included:

- Answered all incoming phone calls, scheduled patient procedures and checked patients in and out of office.
- Assisted patients with passive therapies.
- Maintained and setup therapy rooms.
- Assisted in the medical billing and coding of patient files. Ensured accurate data entry with attention to detail.

**Baylor Medical Center (Externship)
Surgical Technologist**

April 2006 to May 2006

Baylor Medical Center is a surgical hospital that offers a broad range of procedures including orthopedics surgery, spine surgery, general surgery, pain management procedures, surgical oncology, and general surgery. As a surgical technologist, assisted in orthopedic, spine and general surgeries.

- Retrieved patient data prior to scheduled surgeries.
- Prepared instrumentation for each procedure and discussed any special needs with the surgeon before surgery.
- Assisted in the inter-operative phase of patient care expediting surgical procedures under the direction/supervision of a Registered Nurse.
- Disposed of instrumentation after surgical procedure to maintain a clean and safe operating room.
- Performed proper sterilization of instruments using principles of aseptic practice in varying situations.
- Correctly handled, labeled, and communicated with circulating nurse regarding all specimens and cultures.
- Performed duties as required in a competent, courteous and professional manner.

**Pinecreek Medical
Surgical Technologist (Externship)**

Feb 2006 to Apr 2006

Pine Creek Medical Center is a private, physician-owned and operated hospital serving more than 6 million people in Dallas/Fort Worth and beyond. As a surgical technologist, learned to anticipate the needs of surgeon(s) and surgical procedure to prepare in orthopedic, spine and general surgeries.

- Retrieved patient data prior to scheduled surgeries.
- Prepared instrumentation for each procedure and discussed any special needs with the surgeon before surgery.
- Maintained and setup sterile surgery rooms.
- Disposed of instrumentation after surgical procedure to maintain a clean and safe operating room.
- Performed proper sterilization of instruments using principles of aseptic practice in varying situations.
- Correctly handled, labeled, and communicated with circulating nurse regarding all specimens and cultures.

EDUCATION:

Concord Career Institute, Surgical Technologist Certified, June 2006

References

Business

Genesis Chiropractic
Dr. Samuel Laffel, DC
214-219-4325

Accident & Injury
Dr Rayshell
214-946-7246

Personal

Mayra Leon
214-429-9564

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214-315-2678