# LAUREN DAVILA

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## EXPERIENCE

### Medical Receptionist, Ferris Family Medicine
Ferris, Texas - 2017-2018

Provides excellent patient care

- Verified insurance benefits for co-pay, deductable, and out of pocket amounts.
- Scheduled patients using eCW EMR, Immtrac input, prior authorized medications.
- Collected co-payments and deductables, and made sure prior authorizations were completed.
- Greets patients and visitors in person or by telephone, answering or referring inquiries in a timely manner.
- Gathers all supporting documents needed for appointment or referrals.
- Ensures availability of treatment information by scanning, filing, and retrieving records.
- Answers any inquiries or concerns made by patients or doctors.
- Maintained patient confidentiality of personal and financial information.
- Balanced all monies collected daily, prepared lab reports
- Job responsibility of multitasking, efficiency, and to be organized.

## EDUCATION

Navarro Community College, Waxahachie, TX
Business Information Technology, Degree in progress

Christian Academy of America, Flower Mound, TX
General Diploma, 1998

## CERTIFICATIONS

Title I, Region 10
Paraprofessional Certificate

## AWARDS & HONORS

Phi Theta Kappa (Two-year college Academic Honors Society)

Paraprofessional of the Year, Ferris ISD, 2015

Selected to receive an additional stipend for providing student instruction without a collaborating teacher,
Ferris ISD, 2016

## Secretary/Paraprofessional, McDonald Elementary School

Ferris, Texas — 2014-2017

Support faculty, staff, and students.

- Welcomed parents and visitors by verifying necessary information utilizing the Raptor system.
- Maintained staff and student absences, assigned substitutes thru Aesop and Peims.
- Enrolled, transferred, and withdrew students using the TrEx system.
- Organized Cumm folders, disciplinary notes, and principals reports.
- Provide support for bilingual students in a classroom setting.
- Provide technical support services for student instructional applications.
- Assist students with content questions.
- Ensure teachers have required data to improve student performance by generating and distributing necessary reports.
- Monitor student behavior and exercised appropriate classroom management.
- Facilitate a productive working environment by being available to cover other teacher and staff responsibilities.