Iveth Aguilar
269 Maple Place, Mineola Ny,11501
Ivethca89@gmail.com/516.559.2146

Objectives

To obtain a job where acquired skills will be utilized for professional growth and development.

Experience

Wiese & Aydiner PLLC-Mineola, NY
March 2026 to July 2026
•Answering phone
•Answering Emails
•Scheduling EBT, Confirming clients
•Medicaid Subpoena ,Final Medicaid Request
•Medical Records Request ,HIPPA forms
•Cilo Sofaware , E-Law , and NYSCEF
•Spanish Translation
•Scanning documents,creating files
•Open No Fault Claim

Big Mike Appliances-Oceanside, NY
February 2025 to June 2026
•Answering phone
•Answering Emails
•Scheduling appointments
•Creating Daily Routes for technician
•Parts inventory

Hills Chiropractic-Hempstead, NY
Physical Therapy Aide
July 2024 to February 2025
•Preparing patients area
•Placing electrical electrotherapy stimulation unit
•Massage gum and deep tissue Massage
•Monitoring Patient exercise

Ainsworth Ambulatory Surgery Center-Garden City, NY
Patient Registration Representative/Surgical Scheduler
March 2024 to July 2024
•Admitting Patients
•Consulting and Explaining Consent forms to patients
•Answering phone directing calls, scanning Documents
•Answering Emails
•EMR
•Verification of Insurance •Collecting Payments •SIS System

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Fidel Abreu DDS, Freeport NY

Front Desk Office Administrator
December 2020 to February 2024
•Insurance Eligibility Verification
•Summiting Insurance claims and Prior approval
•Reviewing and responding to EOB's
•Reviewing Ledger and accounts balances
•Scheduling Appointment
•Answering heavy volume of phone calls
•Collecting and Entering payments
•Treatment plan estimates to patients
•Experienced in Dentrix Dental system
•Data Entry, Faxing, Scanning,
•Payroll ADP
•Ordering office supplies
•Booking lunches and office event's
•Dentrix

New York Spine Institute, Westbury NY

October 2015-November 2020
Traveling Receptionist
•patient greeting and registration
•answering telephones
•demographic updates
•data entry
•faxing, filing, photocopying
•scheduling appointments
•follow-ups physician referrals traveling to multiple locations with MD •Workers Compensation, No Fault
•Epic System

South Shore Medical, Freeport NY

December 2012-September 2015
Receptionist
•Check in and out patients
•Transportation arrangement
•Verified Insurance
•Scheduling Appointment and confirming
•Translating

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Global Health Medical, Hempstead & Brentwood NY January 2007-December 2012
Physical Therapist Aide and Receptionist

•Cleaning stations preparing hot packs, ice pack
•answering phones and scheduling appointments and transportation
•Medical Records EMR and CHARTS
•Scheduling Appointments arranging transportation
•Check in and out Patient
•Computer Filing and Charts
•Answering Phone

Education

Sewanhaka High School-Floral Park, NY, US

High School

Communication

- HIPAA
- Medical Office Experience
- Dentrix
- Clio
- Inventory management
- EMR Systems
- Typing
- Medical receptionist
- Hospitality
- Front Desk
- Workers' Compensation
- Bilingual (Spanish & English)
- Dental & Medical Terminology
- Microsoft Word, Excel
- Medical Records
- Outpatient
- Administrative experience
- Medical & Dental office experience
- Organizational skills

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References

Si Aydiner , Wiese & Aydiner PLLC
516.381.3795

Biridiana Flores, New York Spine Institute 516.439.1248

Andrea Maldonado, Four Leaf Bank 516.288.8967