

Hannah Zachary

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Profile

- Exceptional customer service and interpersonal skills
- Extensive Word, Excel, Spread Sheet and Power Point knowledge
- Extremely driven and self-motivated in business and personal environments
- Extensive medical/dental insurance billing and account reconciliation
- Over 8 years of experience in office administration, management, and Human Resources

Education

Colorado State University

Bachelor's Degree in Human Resource Management

Graduated Dec. 2019

GPA: 3.4

Experience

Payroll/ HR Accountant

BMW Loveland

Loveland, CO

May 2021- Present (looking for new position due to cut in hours)

Overall Office Management Responsibilities include:

- Process Payroll for all Employees
- Responsible for Processing Hiring and Exiting of Employees
- All aspects of full cycle recruiting process
- Manage office Human Resource needs
- Manage office labor/ budget tracking and profit and loss statements
- Process all employee payroll
- Apply /keep updated all sales person bonds and sales licenses
- Help customers find financing
- AP/AR office accounts

Office Manager/Operations Leader

Broomfield Dental Group (Dental One/ Perfect Teeth Partner)

Broomfield, Colorado

August 2020- May 2021

Overall Office Management Responsibilities include:

- Process Payroll for all Employees
- Responsible for Processing Hiring and Exiting of Employees
- All aspects of full cycle recruiting process
- Manage patient communication and patient experience needs
- Oversee productive patient scheduling
- Responsible for all office insurance billing/ pre authorizations/ insurance denials/ presenting treatment plans
- Manage office Human Resource needs
- Reconciliation of all patient accounts/ payment plans/ collection accounts
- Manage office labor/ budget tracking and profit and loss statements
- Lead Morning Huddles

Office Manager/ Insurance Coordinator/ Accounts Payable and Receivables

Bruce Clark DDS Family Dentistry

Fort Collins, Colorado

January 2018- August 2020

Overall Office Management Responsibilities include:

- Process Payroll for all Employees
- Responsible for Processing Hiring and Exiting of Employees
- Manage patient communication
- Oversee productive patient scheduling
- Responsible for all office insurance billing/ pre authorizations/ insurance denials/ presenting treatment plans
- Reconciliation of all patient accounts/ payment plans/ collection accounts
- Answered multi line phone system
- Expert knowledge of dental practice software (DentrixAP, Mac Practice, and Daisy)
- Ap/Ar office accounts
- Full Cycle Recruiting
- Lead Morning Huddles

Front Desk Reception/ Office Insurance Billing/ Accounts Payable and Receivables

Hover Dental Group

Longmont, CO

September 2016- January 2018

Duties included:

- manage patient communication
- oversee productive patient scheduling
- responsible for all office insurance billing/ pre authorizations/ insurance denials/ presenting treatment plans
- reconciliation of all patient accounts/ payment plans/ collection accounts
- answered multi line phone system
- expert knowledge of dental practice software (Dentrix, Mac Practice, and Daisy)
- overall office management responsibilities
- ap/ar office accounts

Front Desk Reception/ Office Insurance Billing/ Accounts Payable and Receivables

Longmont Dental Health

Longmont, CO

October 2015- September 2016

Duties included:

- manage patient communication
- oversee productive patient scheduling
- responsible for all office insurance billing/ pre-authorizations/ insurance denials/ presenting treatment plans
- reconciliation of all patient accounts/ payment plans/ collection accounts
- answered multi line phone system
- expert knowledge of dental practice software (Dentrix, Mac Practice, and Daisy)
- overall office management responsibilities
- ap/ar office accounts

Front Desk Reception/ Office Insurance Billing/ Accounts Payable/ Accounts Receivable

Lincoln Place Dentistry

Loveland, CO

March 2014- October 2015

Duties included:

- manage patient communication
- oversee productive patient scheduling
- responsible for all office insurance billing/ pre-authorizations/insurance denials/ presenting treatment plans

- reconciliation of all patient accounts/ payment plans/ collection accounts
- answered multi line phone system
- expert knowledge of dental practice software (Dentrix, Mac Practice, and Daisy)
- overall office management responsibilities
- ap/ar office accounts

Pharmacy Technician, Wal Mart Pharmacy

Montgomery, AL

July 2011- March 2014

Daily duties included:

- filled prescriptions
- safe guarded and inventoried schedule 11,111,IV& V prescription drugs
- handled cash transactions
- addressed customer complaints and questions
- handled patient insurance billing
- answered multi line phone system

References Available Upon Request