

Justine D. Sanford

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Home: 919-555-5555
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Medical Assistant

Triage	Injections	Patient Scheduling
Medical Terminology	Phlebotomy	Chart Updating
Patient Intake	Vital Signs	ICD and CPT Coding
Dosage Calculations	Infection Control	Insurance Claims
Sterilization Procedures	Urinalysis	Accounts Payable/Receivable
Blood Smears and Blood Tests	Hematocrit	Collections
Lab Equipment Operation	EKG	Data Entry

Experience

Patient Care

- Cared for in-home patients with complex, multi-symptom illnesses for three years
- Eased patient discomfort by conducting accurate assessment and drawing techniques
- Fostered healthy environment for diabetic patient through meal preparation, medication dispensing, and glucose level monitoring

Administrative

- Improved cash-flow by recovering uncollectible accounts in excess of \$1,000,000
- Increased accuracy of patient files by designing and implementing new patient update sheet
- Exceeded daily quotas and minimized overhead expenses with effective scheduling and management of part-time employees

Computer Skills

- Microsoft Office 2013
 - Medical software including Medical Manager and Great Plains
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Education

Wayne Community College, Goldsboro, NC	2014
Associate of Science, Medical Assisting	Honor Graduate

Related Employment History

Clinical Experience , Wayne Memorial Hospital, Goldsboro, NC	Spring 2014
Billing Specialist/Bookkeeper , ABC Medical Practice, Goldsboro, NC	2012-2014