

**Justine D. Sanford**

220 Fireside Drive  
Goldsboro, NC 28645

jdsanford@gmail.com

Home: 919-555-5555  
Cell: 919-555-5556

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**Medical Assistant**

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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

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**Experience**

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**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**

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<b>Wayne Community College, Goldsboro, NC</b>	2014
Associate of Science, Medical Assisting	Honor Graduate

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**Related Employment History**

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