## Debra Sandlin Home: (334)855-3662

## 132A Kitetown Road Cell: (706)573-0160

## Seale Al 36875

Seeking a full-time position as a Phlebotomist Technician, to utilize and expand my current knowledge and skill as a Phlebotomist Technician.

Qualifications:

* 15 plus years experience in Customer Service
* Computer Competency: Widows XP, Microsoft Word, Microsoft Excel, Internet, Star Navigator and Siemens
* Telephone Etiquette
* Studies to include: Anatomy and Physiology of Circulatory System and Major Body Systems, Medical terms, Proper Identification of Patients and Samples, Importance of accuracy in Patient Care, Proper Selection and Preparation of Skin Puncture Sites, Blood Collection Equipment, Types of Tubes, Additives, Order of Draw and Special Precautions, Appropriate Disposal of Sharps Needles and Waste thru CVCC and Boston Reed. Experience in running Lab tests and EKG.

2006 to 2010 St. Francis Hospital Columbus GA

Outside agency Coordinator and Financial Advisor

Coordination of collection agencies with accounts assist in bad debt collections and follow up. Processing applications for charity and forwarding recommendations to the directors. Responsibilities to include: answering questions, researching insurance and processing payments.

1999-2006 Thomas, Thomas and Walsh Inc Columbus GA

Patient Representative

Screening self pay patients and obtain Medicaid to cover hospital stay. Aide self pay patients in the application process, assisting with appointments, obtaining correct documentation to insure eligibility. Responsibilities to include all follow up the timely filing of reports and appeals. Required to have a broad spectrum of understanding the Social programs and medical knowledge and how they apply to the Social Security listings. Working closely with Social Services, State and Government agencies for the Self Pay patient to obtain all benefits to which they are entitled.