

Austin Godfrey

(620) 640-2007

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Education

Medical Assistant Program December 2020

Aims Community College- Greeley, CO

Nursing Assistant Program Summer 2018

Aims Community College – Greeley, CO

Phlebotomy Program Spring 2019

Aims Community College – Greeley, CO

Certifications

Certified Medical Assistant March 2021

National Center for Competency Training

Basic Life Support Certified February 2020

American Heart Association

Work Experience

Medical Assistant December 2021 – Current

CU Family Medicine Centennial

- Checked in patients, checked vitals, draws Labs.
- Able to give allergy injections, insert IV's.
- Assisted provider with biopsies.
- Able to complete EKG's.
- Assist in completing medical records, efficient in most charting systems.
- Follow up with patients, take phone calls.
- Order and keep inventory of all supplies.
- Train all incoming staff regarding policies and procedures of clinic.
- Partner with UC Health Lab to coordinate pick-ups and to ensure that labs are not lost.
- Assist with front end duties – check in, scheduling, face of the clinic.

- Run and manage care for Autoclave machine
- Able to perform ear lavages
- Able to fax out information when appropriate
- Able to scan in patient information and input into charts
- Help establish VFC vaccines at clinic
- Able to run POCT (Flu, Strep, Mono, and Urine dip stick)
- Manage Tricare prior authorizations
- Able to work with pediatric patients and train others to work with them
- Able to train new staff and staff that float to office

Medical Assistant

November 2020- December 2021

Miramont Wellness Center

- Lead Medical Assistant on the provider's team.
- Checked in patients, checked vitals, draws Labs.
- Able to give allergy injections, insert IV's.
- Assisted provider with biopsies.
- Able to complete EKG's.
- Assist in completing medical records, efficient in most charting systems.
- Follow up with patients, take phone calls.
- Able to communicate effectively with team members and patients
- Able to schedule patients
- Able to give vaccines including COVID
- Able to run POCT (Flu, Strep, Mono, COVID, and Urine dip stick)
- Trained to run lab tests (CMP, CBC, A1C, Chem-7, TSH, PSA, and Vit-D)
- Able to run Autoclave machine
- Co-ran diabetic clinic with provider (pump downloads and insulin adjustments)
- Helped manage provider's schedule

Manager

March 2016-December 2021

Dairy Queen

- Supervisor of the team.
- Worked to manage any crisis, solve customer complaints.

- Completed monetary transactions, bookkeeping.
- Make sure the shift ran efficiently and smoothly.
- Organize and monitor large quantities of supplies

Volunteer Experience

9 News Health Fair- Milliken, Colorado and Fort Collins, Colorado

March 2019

- Drew blood of community members for health screenings.
- Engaged with the local community.

References

Chaela Laffan -774-269-5476

Operation Lead, Miramont Wellness Center

Tom Esparza- 970-371-4440

General Manager Dairy Queen

Janie Wilson-970-413-2885

Lab Manager, Miramont Wellness Center