

**DEBRA KORZEC**  
**208 Harris Road, Apt. CA2**  
**Bedford Hills, NY 10507**  
**(914) 241-7696**  
**Email: debbkorzec@aol.com**

**PROFILE:** Highly-skilled and accomplished healthcare professional with expertise as a Medical Assistant, Laboratory Technologist Supervisor and Office Secretary combined with certifications as an EKG Technician and Phlebotomy Technician.

### **QUALIFICATIONS**

- Highly-focused, with a strict attention to detail and accuracy.
- Extremely flexible, with the ability to multi-task and achieve lean staffing.
- Excellent project management skills, allowing executives the time needed to focus on strategic planning.
- Focus efforts on earning and retaining patient trust and loyalty.

### **AREAS OF EXPERTISE**

#### **MEDICAL ASSISTANT**

- Performed multiple medical assistant duties including sterilization/autoclaving, prepping of exam rooms, escorting patients to exam rooms, etc.
- Assisted with medical procedures including venepunctures, checking of vitals, ultrasound, EKGs, nebulizer treatments, cultures, stress testing, ECHOs, event monitors, pulmonary function tests, urinalysis, glycohemoglobin testing, Coumadin regulation, EMGs, 24-hour holter/event monitors, etc.
- Worked with interdisciplinary team members and participate in initial patient treatment planning.
- Assist with post-surgery treatments and follow-up.
- Streamlined workflows and processes to maximize patient traffic.
- Qualified in writing of prescriptions (including controlled substances), calling pharmacies for renewals and updated medications on crash carts, and maintained equipment and supplies.
- Worked with interdisciplinary team members participating initial patient treatment planning and pursuing continuous improvement.
- Created a positive patient experience resulting in long-term loyalty and referrals.
- Maintained and monitored patient database using E.C.W. software.
- Used interpersonal skills to establish a positive rapport with patients and family members.
- Track patient outcomes and provide feedback to physicians.
- Maintained patient continuous follow-up and education.
- Strived to do more with less and to wear many hats contributing to lean staffing.

#### **OFFICE ADMINISTRATION**

- Performed multiple office administrative duties including answered/responded to phone calls in a high traffic environment, strong patient interface, appointment scheduling, insurance verification, chart management, etc.
- Updated and maintained patient charts via proprietary software computer system.
- Obtained pre-authorizations and worked with HMOs to obtain approvals.
- Served as a primary liaison for patients.
- Ensured strict compliance with quality, hygiene and safety protocols.

#### **LABORATORY TECHNOLOGIST**

- Handled the management of daily laboratory functions.

- Performed routine chemistries and patient profiles including coronary risk and liver function tests, and special tests including hematology, Digoxin, Ferritin and Ultrasensitive TSH.

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*(Resume Continued)*

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**LABORATORY TECHNOLOGIST (Continued)**

- Handled the proper cleaning, sterilization, maintenance and repairs of all laboratory instruments and machines.
- Monitored and maintained inventory levels for all reagents and laboratory products.
- Performed EKGs and X-Rays.
- Ensured compliance with all OSHA safety standards.
- Established customer-focused partnerships and functioned as a solutions provider.

**WORK HISTORY**

2018-2019	CAREMOUNT MEDICAL GROUP-TEMP	<b>Medical Assistant</b>
2017-2018	WESTCHESTER HEALTH- NORTHWELL	<b>Medical Assistant</b>
2013 - 2017	Stamford Hospital Integrated Practice, Stamford, CT	<b>Medical Assistant</b>
2011 - 2013	Greenwich Medical Group, Greenwich, CT	<b>Medical Assistant</b>
2009 - 2011	Westchester Pulmonary Associates, Mt. Kisco, NY	<b>Office Secretary</b>
2008 - 2009	Westchester Medical Practice, Yorktown, NY	<b>Medical Assistant</b>
2006 - 2008	Cardiology Consultants of Westchester, Hawthorne, NY	<b>Medical Assistant</b>
1997 – 2005	Westchester Cardiology Associates, Scarsdale, NY	<b>Medical Assistant</b>
1991 – 1997	Westchester Cardiology Associates, Tuckahoe, NY	<b>Laboratory Technician</b>

**EDUCATION**

**MERCY COLLEGE**, Dobbs Ferry, NY  
*Bachelors of Science, Certification Eligible Veterinary Technologist*

**CERTIFICATIONS**

*BLS; AED; ICD Coding; Laboratory Technologist; EKG Technician; Phlebotomy Technician;  
 Safety of Radioisotopes CERTIFIED CLINICAL MEDICAL ASSISTANT*