

JOSEPH SANCHEZ, D.C.

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CAREER SUMMARY

Detail-oriented and adaptable healthcare professional transitioning into clinical research and operations, bringing 10+ years of combined experience in patient care, medical administration, and compliance. Proficient in EMR documentation, SOP adherence, GCP/ICH standards, and interdisciplinary communication. Earned a Doctor of Chiropractic degree with clinical honors. Dedicated to protocol-driven care, study coordination, and data integrity in regulated research environments.

EXPERTISE

Patient Evaluation & Care Planning | Chiropractic Adjusting & Rehabilitation Techniques | Orthopedic & Neurological Testing | SOAP Note & EMR Documentation | Patient Education & Communication | HIPAA & OSHA Compliance | Office Workflow Optimization | Insurance Verification & Billing Support | Team Collaboration & Interdisciplinary Care | Time Management & Clinical Efficiency

PROFESSIONAL EXPERIENCE

CHIROPRACTIC INTERN PARKER UNIVERSITY | DALLAS, TX

MAY 2024 – DEC 2024

- Collaborated in a high-volume clinical setting to support evidence-based musculoskeletal care aligned with research protocols.
- Conducted comprehensive patient evaluations using orthopedic and neurological testing consistent with GCP and ICH standards.
- Developed and monitored individualized care plans to track outcomes and ensure adherence to treatment protocols.
- Maintained EMR documentation with 100% compliance to data integrity and regulatory requirements.
- Communicated clinical findings with supervising doctors and interdisciplinary teams to enhance continuity of care and workflow efficiency.

CHIROPRACTIC INTERN COLORADO SPRINGS SPINE & INJURY CLINIC | COLORADO SPRINGS, CO

JAN 2024 – APR 2024

Supported patient care and documentation in a multidisciplinary environment focused on evidence-based protocols.

- Evaluated musculoskeletal complaints and administered conservative treatments according to sops.
- Collaborated with providers to improve clinical workflow and patient tracking systems.
- Ensured accurate data entry and regulatory compliance through thorough documentation.

HEALTHCARE OPERATIONS SUPERVISOR / MEDICAL OFFICE COORDINATOR OPTUM / COLORADO SPRINGS HEALTH PARTNERS | COLORADO SPRINGS, CO

JAN 2011 – DEC 2020

Led front- and back-office functions across multiple departments, improving efficiency and compliance.

- Supervised administrative workflows including triage, scheduling, and insurance verification.
- Streamlined billing processes and managed appeals, reducing claim denial rates.
- Implemented HIPAA-compliant SOPs, boosting documentation accuracy and patient privacy adherence.
- Trained new staff and improved operational consistency across departments.

SALES ASSOCIATE

ORANGETHEORY FITNESS | COLORADO SPRINGS, CO

AUG 2017 – MAY 2019

Supported client engagement and data tracking to enhance studio performance.

- Managed CRM systems to monitor member activity and improve retention strategies.
- Boosted studio performance metrics by delivering personalized customer service.
- Helped increase client satisfaction and referrals through prompt follow-up and client education.

EDUCATION

DOCTOR OF CHIROPRACTIC (D.C.)

PARKER UNIVERSITY – DALLAS, TX | GRADUATED APRIL 2025

AWARD: PARKER UNIVERSITY CLINIC RECOGNITION AWARD (APRIL 2025)

MASTER OF MUSIC IN PERFORMANCE

UNIVERSITY OF CINCINNATI COLLEGE-CONSERVATORY OF MUSIC | COMPLETED MAY 2019

BACHELOR OF ARTS IN MUSIC

COLORADO MESA UNIVERSITY | COMPLETED DECEMBER 2016

LICENSURE

Colorado Chiropractic License

License Number: **CHR.0009020**

Status: Active

Issue Date: December 16, 2025

Expiration Date: October 31, 2027

Colorado Chiropractic License- Electrotherapy

License Number: **EL.2727700**

Status: Active

Issue Date: December 16, 2025

Texas Chiropractic License

License Number: **16726**

Status: Active

Issue Date: December 23, 2025

CERTIFICATIONS

NBCE Chiropractic National Board Exams — Parts I, II, III, IV & Physiotherapy Completed

Excel for Healthcare: Practical Applications and Skills

LinkedIn Learning — Issued June 2025

Skills: Healthcare Analytics

Operations Management Professional Certificate

Jack Welch Management Institute — Issued June 2025

Credential ID: f5d0a57360493a4f971fb08073de59e1a59cd4e5b3ff79591acff45b6dff477c

Skills: Operations Management