

JOB DESCRIPTION

JOB TITLE: Phlebotomist

SUPERVISION RECEIVED: Works under guided supervision.

SUPERVISION EXERCISED: None

FLSA Exempt: Non-Exempt

EEO Category: 9 Service Workers

Essential Duties:

1. Welcomes patients and visitors in a warm, friendly and professional manner as they attend the lab for phlebotomy services.
2. Verifies that all demographic and insurance information is current.
3. Prepares equipment to efficiently collect blood, urine, or stool specimens.
4. Provides instructions and education to patients on the specimen collection process.
5. Performs venipuncture and capillary punctures on patients.
6. Updates and enters demographic and lab orders into the appropriate LIS.
7. Identifies and labels specimens.
8. Cleans and sterilizes equipment, instruments and work area following safety, cleanliness, and infection control procedures.
9. Inventories supplies and advises the Lab Manager of needs.
10. Ensures that specimens are stored in an appropriate manner prior to pick up.
11. Coordinate's specimen pick-ups with the respective lab representative.
12. Adheres to HIPPA and OSHA guidelines and procedures.
13. Participates in planning, implementing, and collecting data for quality improvement initiatives as directed by either the Nurse Manager, Lab Manager, or Team Leader.
14. Process specimens for testing and for shipment to reference facilities.
15. Perform urinalysis testing.
16. Assist Medical Technologists in loading analyzers and removing specimens.
17. Clear the pending list, emails and locate specimens for add on testing.
18. Contact patients for recollections, as necessary.
19. Communicates with clinical staff and other ancillary departments to ensure patients are flowing through the clinic in a timely manner.
20. Attend appropriate meetings and participate in committees as assigned.
21. Performs additional waived lab testing as assigned.
22. Other duties as requested.

EDUCATION/QUALIFICATIONS:

1. High school diploma or GED.
2. Current Basic Life Support certificate.
3. Minimum one year of work experience or education directly related to phlebotomy techniques.
4. Basic knowledge of medical terminology.

5. Basic computer and data entry skills
6. Knowledge of customer service concepts including importance of appropriate image.
7. Ability to communicate clearly and positively.

ENVIRONMENTAL/WORKING CONDITIONS:

1. Work is performed in a typical, well-lighted office and exam/procedure room setting.
2. Work involves frequent contact with ill staff and patients.
3. Work involves considerable walking, standing, bending, twisting and reaching.
4. May require assist lifting and pushing patients.
5. Extensive viewing in computer screens.
6. Work involves working every 3rd Saturday on the schedule.

	Rarely 0 – 10%	Occasionally 10 – 50%	Frequently 51 – 80%	Continuously 81 – 100%
Sitting			X	
Standing		X		
Walking		X		
Bending		X		
Squatting	X			
Kneeling	X			
Crawling	X			
Climbing	X			
Reaching above shoulder height	X			
Hearing				X
Speaking				X
Seeing				X
Typing				X
Lifting (weight/f orce)				X
Carrying (weight/f orce)				X
Pushing				X
Pulling				X

*This description is intended to provide only basic guidelines for meeting job requirements.
Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.*

I HAVE READ THE ABOVE JOB DESCRIPTION, UNDERSTAND THE REQUIREMENTS LISTED HEREIN,
AN AGREE TO PERFORM THESE DUTIES AS WELL AS ANY OTHER RELATED DUTIES AS
REQUESTED BY MY SUPERVISOR.

Employee Name and Date

Witness Name and Date