

Phlebotomist Job Description



Position Title: Phlebotomist
Reports to: Practice Manager
Job Status: Full-Time
FLSA Status: Non-Exempt
Positions Supervised: None

Position Summary: Perform venipunctures and finger sticks, process medical laboratory tests and document results for the diagnosis, treatment and prevention of disease. Follow all CLIA and COLA requirements and regulations. Serve as a back-up for clinical team members as needed.

Essential Functions:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Obtain blood specimens from patients per laboratory orders by performing venipunctures and finger sticks, process medical laboratory tests and document results.
- Communicate with and assist patients in a professional and courteous manner.
- Review the laboratory schedule and verify and complete orders. Identify the patient and confirm the correct patient record. Monitor and resolve orders in the electronic medical record.
- Complete appropriate laboratory forms documenting tests performed and providing diagnoses correlating to tests performed.
- Complete lab requisition forms and produce appropriate labels for forms and specimen tubes.
- Enter patient demographics, tests performed and diagnoses correlating to tests performed in the EMR.
- Order and maintain adequate laboratory supplies.
- Clean and maintain the laboratory including equipment.
- Maintain records and documentation for proficiency testing and to meet COLA and CLIA requirements and regulations.
- Serve as a back-up for clinical team members as needed by controlling patient flow, performing EKG tests, obtaining blood pressure measurements, documenting vital signs in the EMR and administering injectables.
- Perform all other duties as assigned.

Competencies:

- Knowledge of medical laboratory principles, standards, applications and tests.
- Knowledge of medical laboratory safety, cleanliness and infection control policies and regulations.

- Knowledge of medical laboratory equipment uses and maintenance.
- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

Education and Experience:

- High school diploma or equivalent required
- Associate's Degree or higher preferred
- Phlebotomy experience preferred

Certification and Licensure:

- MLT, ASCP, CPT or AMT certification required

Work Environment:

- Environmentally controlled laboratory and medical office environment
- Fast paced environment with occasional high pressure or emergent situations
- Frequent exposure to bodily fluids
- Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a laboratory and medical office environment
- May wear Personal Protective Equipment (PPE) such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

Physical Demands:

- Frequent standing, walking, grasping, carrying and speaking
- Occasional sitting, reaching, bending and stooping
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, copy and fax machine and phone

CVFP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors or officers as deemed appropriate. This document does not represent a contract of employment, and CVFP reserves the right to change this job description and/or assign tasks for the team member to perform, as CVFP may deem appropriate.

Team Member Signature: _____

Date: _____

Revision Dates: 9/2008, 10/2012, 1/2016