

# Gateway Family Health Clinic, Ltd.

## Job Description Form

<b>Division/Department:</b>	<b>Laboratory</b>	
<b>Location:</b>	<b>Any GFHC Site</b>	
<b>Job title:</b>	<b>Laboratory Assistant / Phlebotomist</b>	
<b>Reports to:</b>	<b>Laboratory Supervisor</b>	
<b>Salary Range:</b>	<b>Type of position:</b> <input type="checkbox"/> Full-time <b>XX</b> <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<b>Hours : 64-80 per pay period</b>  <input type="checkbox"/> Exempt <input type="checkbox"/> <u>Nonexempt</u>
<b>General Description:</b> To provide high quality and efficient laboratory services for patients, providers and nursing staff. To work independently or as a team member in a professional, courteous, and informative manner.		
<b>Organizational Expectations:</b> Understands, communicates, and follows the mission, vision and values of the clinic. Works cooperatively with clinic staff as part of a team environment. Prioritizes patient satisfaction and physician satisfaction in the delivery of work duties and responsibilities.		
<b>Education Requirements:</b> <ul style="list-style-type: none"><li>• High School Diploma or GED.</li><li>• Graduate of Medical Assistant or phlebotomy program, ASCP or AAMA certified or eligible.</li></ul>		
<b>Work experience Requirements:</b> <ul style="list-style-type: none"><li>• Experience preferred in a healthcare, medical office environment.</li></ul>		
<b>Physical Requirements/Exposure potential:</b> <ul style="list-style-type: none"><li>• Able to bend, twist, and lift up to 20 pounds weight.</li><li>• Must be able to perform all physical demands of the position, keyboarding, standing, and/or sitting for extended periods of time.</li><li>• This is considered a high exposure position with potential of regular exposure to pathogens. This employee does require bloodborne pathogen training and protection.</li></ul>		
<b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Collect, label and delivery a variety of laboratory specimens, using sterile techniques as outlined by the procedure and safety manuals.</li><li>• Follow CLIA/OSHA regulations and update as needed.</li><li>• Process all specimens according to GFHC's or reference lab's protocol.</li><li>• Verify and update patient data.</li><li>• Transmit orders from EMR to LIS.</li><li>• Check reference lab results in.</li><li>• Perform in-house testing according to lab procedures for all applicable tests.</li><li>• Assist Laboratory staff by answering the telephone, fax results, check daily log for accuracy of charges.</li><li>• Check upcoming lab appointments for orders.</li><li>• Packaging reference lab samples.</li><li>• Adding outside lab orders into EMR.</li><li>• Help maintain PHI in EMR.</li><li>• Assist with disinfecting countertops and other areas as outlined in the daily cleaning schedule.</li><li>• Complete applicable proficiency testing quarterly.</li><li>• Assist with inventory of supplies and restocking as necessary.</li><li>• Review lab and safety manual yearly.</li><li>• Assist with educating patients in a courteous manner with regards to proper collection of specimens, proper diet for accurate test results, and contact name for lab results.</li><li>• Maintain confidentiality as a priority.</li><li>• Other duties as assigned.</li></ul>		
<b>Date posted:</b>		

Date hired: