

# Gateway Family Health Clinic, Ltd.

## Job Description Form

**Division/Department:** Laboratory

**Location:** Any GFHC Site

**Job title:** Laboratory Assistant / Phlebotomist

**Reports to:** Laboratory Supervisor

**Salary Range:** **Type of position:** **Hours : 64-80/ppd**  
 Full-time **XX**  
 Part-time  Exempt  
 Contractor  Nonexempt  
 Intern

**General Description:**

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.

**Organizational Expectations:**

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.

**Education Requirements:**

- High School Diploma or GED.
- Graduate of Medical Assistant or phlebotomy program, ASCP or AAMA certified or eligible.

**Work experience Requirements:**

- Experience preferred in a healthcare, medical office environment.

**Physical Requirements/Exposure potential:**

- Able to bend, twist, and lift up to 20 pounds weight.
- Must be able to perform all physical demands of the position, keyboarding, standing, and/or sitting for extended periods of time.
- This is considered a high exposure position with potential of regular exposure to pathogens. This employee does require bloodborne pathogen training and protection.

**Responsibilities:**

- Collect, label and delivery a variety of laboratory specimens, using sterile techniques as outlined by the procedure and safety manuals.
- Follow CLIA/OSHA regulations and update as needed.
- Process all specimens according to GFHC's or reference lab's protocol.
- Verify and update patient data.
- Transmit orders from EMR to LIS.
- Check reference lab results in.
- Perform in-house testing according to lab procedures for all applicable tests.
- Assist Laboratory staff by answering the telephone, fax results, check daily log for accuracy of charges.
- Check upcoming lab appointments for orders.
- Packaging reference lab samples.
- Adding outside lab orders into EMR.
- Help maintain PHI in EMR.
- Assist with disinfecting countertops and other areas as outlined in the daily cleaning schedule.
- Complete applicable proficiency testing quarterly.
- Assist with inventory of supplies and restocking as necessary.
- Review lab and safety manual yearly.
- 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.
- Maintain confidentiality as a priority.
- Other duties as assigned.