**Reports To:** Laboratory Supervisor

**Summary**: Under direct supervision performs laboratory work in the area of phlebotomy and minimal CLIA-waived testing.

**Essential Duties and Responsibilities:**

* All work must be done with the mission, vision, and values that exhibit customer service excellence.
* The phlebotomist should be able to perform venous access procedures of all patients using a standard needle and syringe, as well as a multi-tube needle holder, using a variety of needle systems.
* The phlebotomist should be able to perform capillary access procedures on infants, pediatrics and adult patients whether for direct testing of the sample, into a blood collection tube, or applying to a PKU card.
* The phlebotomist should be competent at obtaining sterile collections for blood cultures.
* The phlebotomist is responsible for maintaining ample stock of all phlebotomy supplies. These supplies may be ordered directly from the reference lab that routinely performs these tests, or submitted to the supervisor for order from within the [CHC] Purchasing System.
* The phlebotomist is responsible for insuring the patient’s sample meets the specimen requirements for all test collected, i.e. sufficient volume for testing, the correct blood collection tube used for collection, is collected in the proper order during venipuncture, and if an anticoagulated tube is required, insuring proper dilution factor for anticoagulated specimens.
* The phlebotomist understands proper specimen handling:
* From acquisition into the laboratory, i.e. labeling of specimens collected outside of the laboratory.
* Specimen collection within the laboratory as described above.
* Specimen handling: centrifugation, separating samples into transfer tubes where appropriate, and storage requirements for each test ordered whether for in-house testing or for send out to a reference laboratory.
* Specimen handling for transportation to reference laboratory
* Clerical Responsibilities:
* The phlebotomist is responsible for maintaining accurate logs of all patients’ samples presented to the laboratory for testing. There are multiple logs that the phlebotomist is responsible for maintaining accuracy. They include the main log, Pap log, the HIV log, the Lab Corp. Manifest log, and the abnormal Pap log. Log entries should be neat and maintained on a daily basis.
* The phlebotomist is responsible for filing lab results alphabetically for all tests originating from [CHC] but referred out and not received electronically (State lab tests). Lab tests that are collected at another facility and are not referred out by the [CHC] laboratory are not duplicated for this file.
* The phlebotomist is responsible for understanding laboratory requisitioning for appropriate billing documentation, including CPT coding, ICD-9 coding, and the Medicare Limited Coverage Policy.
* The phlebotomist will be trained how to perform CLIA-waived tests that are performed in the laboratory and will be responsible for all the quality control that each test requires, as well as the maintenance of the equipment needed to perform that test. These tests include hemoglobin determinations using the HemoCue system, urine HCG tests, dipstick chemistry and analysis of urine, fecal occult blood testing, INR testing, rapid strep A, influenza, microalbumin, hemoglobin A1C, and sedimentation rates.
* The phlebotomist should be familiar with computer operations in general.
* The phlebotomist will be trained to operate and become proficient at using the [CHC] computer system including the Intergy/Medical Manager system and the Outlook system, being able to access all needed information for proper specimen documentation and billing.
* The phlebotomist will be trained to operate and become proficient at using the LabCorp. interface including how to add test requisitions, modify them, access data files, and send and receive results.
* Billing of lab tests including 100% Indigent Write-off for nominal patients with tests sent to LabCorp.

**Non-Essential Duties and Responsibilities:**

## Patient testing if lab technicians are available to perform testing.

* Billing lab tests if the workload prohibits completing billing on same day as service.
* Performs other job related duties as assigned

**Supervisory Responsibilities:**

***Received:*** Works under the direct supervision and sometimes indirect supervision of a higher level professional. Supervision is received through personal conference, general observation of work in progress, and periodic review by the supervisor of completed work. Performance evaluations will be done at the end of the introductory period and annually thereafter. A review of the employee’s performance and abilities should be noted with reference to each section described in duties and responsibilities. Special notes will be made of areas that are weak and of those areas that are strong. Summarily, long and short term goals will be identified and where applicable, a timetable for accomplishing those goals.

***Exercised:*** Certified phlebotomist may guide non-certified employees or new employees in their introductory period (trainees) when the supervisor is not available on site or at their direction.

**Qualifications/Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:** High school or GED required and a training certificate from an accredited school in phlebotomy required. Two years experience as a phlebotomist preferred. Documentation of in-house training is required before employees are permitted to perform phlebotomy procedures and any CLIA-Waived test without direct supervision.

**Language Skills**: Bilingual preferred but not required.

**Physical Demands:** The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. All [CHC] sites are nonsmoking.