

 Job Description

**Job Title:** Phlebotomist

**Classification:** Non-Exempt

**Education** High School Graduate or GED required

**Reports to**: Medical Laboratory Department Manager

**Creation Date:** 05/03/2013

**Revised Date**:

**Job Summary**

The Phlebotomist serves as a liaison between the hospital laboratory and all patients and also provides clerical and phlebotomy services for the Laboratory in a timely, efficient and courteous manner. This position requires full understanding and active participation in fulfilling the Mission of Greene County General Hospital (GCGH). It is expected that the employee will demonstrate behavior consistent with the Values of GCGH. The employee shall support the GCGH’s strategic plan and the goals and direction of the quality improvement/process improvement activities.

**Essential Duties and Responsibilities**

* Perform order entry, specimen collection and processing according to policy and procedure; obtain pertinent patient information; accurately identify patients; determine specimen requirements and collect patient sample using appropriate process based on patient age and/or condition
* Assure completeness and accuracy of specimen labeling
* Obtain and enter appropriate patient or specimen information into laboratory computer system
* Prioritize workload according to urgency of request
* Using appropriate resources make decisions as required for sample collection and patient processing
* Provide instructions to physicians, nursing staff and patients in proper specimen collection, answering related questions accurately
* Consult computer information for special specimen handling instructions
* Complete appropriate forms as applicable
* Use laboratory computer system to obtain patient demographics, perform order entry, enter pertinent clinical information, generate barcode labels and ensure tracking of each test ordered and each specimen collected and/or received
* Remain current in new and revised work instructions and lab and organizational policies; participates in any laboratory or hospital-wide training programs
* Assist supervisor in identifying and reporting procedural discrepancies
* Provides age and culturally appropriate care
* Understands and follows all HIPPA privacy guidelines
* Participates in departmental or hospital-wide quality assurance programs
* Must keep tray and working stations clean and tidy
* Other duties as assigned.

**Job Knowledge**

**Education:** High school diploma or GED required

**Licensure/Certification:** Valid driver’s license required

**Experience:** One year of previous phlebotomy experience and basic computer skills required; well organized, detail oriented and able to work effectively in a fast paced environment. Ability to produce high quantity/quality of work, problem solve and exercise good judgment; adaptable; customer service, interpersonal and teamwork skills, including effective listening skills required. Knowledge of medical terminology preferred.

**Physical Requirements:** Ability to perform work that requires frequent standing, bending, reaching, squatting, kneeling, moving, lifting of patients and/or equipment up to 20 pounds.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_