Eastport Health Care, INC.
PO Box H / 30 Boynton St.
Eastport, ME. 04631
(207) 853-6001

JOB DESCRIPTION

Title: Lab Technician / Phlebotomist

Position Category: Hourly / Non-exempt

Supervisor: Clinical Coordinator RN

Position Description: Performs phlebotomy and laboratory specimen collection, testing and shipping according to established procedures. Integrates with medical/clinic staff to provide excellent patient service and timely results. The phlebotomist collects quality specimens from patients in a skillful, safe, and accurate manner and prepares specimens for medical testing based on a provider's orders.

All EHC employees *are expected to engage and be active participants in quality improvement projects and efforts, risk identification and reporting, attend trainings and meetings as requested and contribute to overall team spirit and cooperation. Employee contributions in this regard are valued and necessary for the organization's successful care of our patients/clients.*

Supervises: No supervisory duties

Duties/Responsibilities are but not limited to:

1. Performing phlebotomy skills and procedures in accordance with applicable federal, state, or other agency requirements.
2. Aid providers and other medical staff by performing administrative duties and handling basic laboratory tasks.
3. Proper specimen collection, preparation, handling, documentation, and processing.
4. Proper disinfection of the laboratory and lab equipment.
5. Ordering and inventory of lab supplies.
6. Ordering lab tests in Lab Serve and EMR.
7. Conducting and interpreting in-house tests: hemocult, pregnancy tests, urinalysis, blood glucose, PT/INR, Hemoglobin A1C, drug screens, etc…
8. Upon receiving PT/INR results, include on lab result sheet the patients diagnosis and current dose of Coumadin (call to patient if necessary).
9. Call patients with Coumadin dosing instructions and next appointment for PT/INR check.
10. Conduct "chain of custody" DOT and DHS drug screens.
11. Clear, concise, and accurate documentation in patient charts.
12. Mail no-show letters and lab results to patients per policy.
13. Copy and fax lab results to outside providers as indicated.
14. Answer phone calls and faxes pertaining to the lab, lab tests, lab results, etc.
15. Proper labeling and logging of Dahl Chase specimens.
16. Tracking lab orders and organizing in a systematic manner.
17. Distribution of test results to appropriate provider.
18. Proper disposal and packaging of biohazard waste.
19. Perform quality assurance checks on point-of-care machines/equipment.
20. Maintain log sheets for all CLIA waived tests.
21. Cross train to medical floor; in the event that the lab technician is not busy it is a requirement to assist on the medical floor.
22. Take patient's vital signs

23. Adhere to all EHC policies and procedures.

24. Other tasks deemed necessary by direct supervisor.

Minimum Entrance Requirements:

1**.** Current BLS certification

2**.** Minimum, one year working experience as a medical assistant and/or phlebotomy technician in outpatient clinic or laboratory. **Prefer** Current AAMA certification as a Certified Medical Assistant preferred; current ASPT certification as Certified Phlebotomy Technician or one year training experience preferred.

3. Excellent verbal/written communication skills.

4. Proficient typing computer skills and basic knowledge of computer use.

5. Prefer experience with Electronic Health Record.

ESSENTIAL FUNCTIONS:

COMPREHENSION: Understand and apply non-routine verbal and/or written instructions.

ORGANIZATION: Organize and prioritize individual work schedule to manage multiple tasks and/or projects.

DECISION MAKING: Make decisions that have an impact on the clinic's operations and services

COMMUNICATION: Communicate and explain a variety of information.

PHYSICAL REQUIREMENTS: Lift/carry 10—25 lbs., walking/standing/bending/kneeling/squatting; Ability to assist patients on and off exam table/chairs; visual acuity, eye hand coordination, speaking and hearing; ability to use interfaced communication devices.

_____   _____

Signature   Date

_____   _____

Supervisor   Date