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**Coastal Medical Position Description**

**Company:** Coastal Medical, Inc.

**Title:** Laboratory Specimen Processor

**Reports To:** Laboratory Manager

**Supervises:** N/A

**Job Summary:** Maintains the send-out workstation and works with the main lab and phlebotomy teams and reference labs to ensure all specimens are received and that ordered tests are completed by our reference labs.

**Essential Functions of the Position (***Illustrative Examples Included***)**

* Ensures tests have been run and results are received in a timely manner both in house and reference work.
* Approves all results from tests sent to reference laboratories and rectify any specimen or order problems associated with both reference and in-house tests and specimens.
* Works with the reference labs to monitor the pending lists and ensure all specimens/results are accounted for and follows established protocols for ensuring patient and specimen identification.
* Performs phlebotomy techniques according to established protocols including venipuncture and finger-stick procedures on all ages
* Performs specimen processing and data entry according to established protocols and performs procedures pertaining to the collection of other specimens for laboratory testing such as throat culture, urine culture, etc.
* Maintains workstations in the main lab. This specifically includes inventory, quality control, quality assurance, and preventative maintenance
* Maintains all required workflow logbooks according to established procedures and tracks patient reports and results
* Obtains laboratory reports, review reports for accuracy, and distribute reports to appropriate clinical personnel according to established procedures
* Complies with federal and local confidentiality laws, including HIPAA, ensuring patient privacy
* Adheres to Coastal Medical guidelines and policies for protecting patients’ demographic, clinical and financial information
* Performs other job-related duties as assigned

**Education and Experience**

* Highschool diploma and completion of a phlebotomy training course with certification from a nationally recognized body or training
* 1-2 years of related experience

**Knowledge, Skills and Ability**

* Capacity to collaborate with colleagues and teammates as necessary to ensure quality work
* Ability to foster a cooperative work environment
* Ability to organize, prioritize and schedule work assignments
* Ability to multi-task and operate under pressure with the skills to think critically and problem solve
* Excellent interpersonal and communication skills (both verbal and written) with the capability to effectively communicate with employees, patients, providers, insurance companies, etc.
* Must be committed to providing superior customer service to all
* Must be flexible and receptive to change with the ability to learn quickly and retain new information
* Ability to use technology with proficiency in Microsoft Office applications such as: Outlook, Excel and Word
* Detail and process orientated with a focus on accuracy and efficiency

**Physical Effort and Dexterity**

* Sit and stand for prolonged periods of time
* Work and move among all departments of Coastal Medical group
* Excellent hand/eye coordination
* Lift up to [15] pounds
* Manual dexterity to operate a personal computer or laptop as well as standard office machines and equipment as it pertains to one’s position
* State-wide travel and operation of motor vehicle [may be required for offsite meetings and trainings]
  + Must have a valid driver’s license and clear driving record
  + Use of personal vehicle and proof of auto insurance is necessary

**Visual Acuity, Hearing and Speaking**

* Capability to transfer information from original source to paper, computer, telephone and in person

*\*This position description does not list all duties of the position. The employee may be asked by his or her supervisor, manager, or director to perform other duties. The employee will be evaluated in part based on the performance of the tasks contained herein.*

**Signatures**

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

Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[March, 2021]*