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**Coastal Medical Position Description**

**Company:** Coastal Medical, Inc.

**Title:** Phlebotomist

**Reports To:** Ancillary Services Manager

**Supervises:** N/A

**Job Summary:** Responsible for drawing and/or collecting specimens from patients, preparing specimens for laboratory analysis and ensuring tests have been run and results are received in a timely manner. Also responsible for providing support to the laboratory, physician, and/or medical office with specific daily duties.

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

* 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
* Performs procedures pertaining to the collection of other specimens for laboratory testing such as throat culture, urine culture, etc.
* May perform point of care testing in the office setting with training
* May obtain laboratory reports, review reports for accuracy, and distribute reports to appropriate clinical personnel according to established procedures
* Complies with all safety, infection control, and HIPAA policies and procedures
* Actively involved in the training and orientation of new employees and/or students
* Attends and participates in phlebotomy meetings and or training sessions
* Provides exceptional customer service to all who utilize the laboratory
* Will stay to accommodate any late end of day patients, and will communicate with the Laboratory Director should late patient draws become routine
* Adheres to Coastal Medical Corporate and Coastal Medical Laboratory policies concerning dress code, professional conduct, attendance, punctuality, documentation, performance criteria, and other directives as issued
* Performs other job-related duties as assigned

**Education and Experience**

* High School Diploma and completion of a phlebotomy training course with certification from a nationally recognized body
* Previous experience working as a Phlebotomist (1 year or more)
* Previous experience working with computer systems and an EMR or EHR

**Working Conditions**

* Continuous exposure to specimens and material considered to be highly infectious and hazardous
* Moderate lifting, bending, walking and time on feet
* Operation of electrical equipment/instruments containing moving parts and high-speed centrifugation
* Use and wearing of protective garments
* Some travel is required

**Schedule**

* Weekend and holiday rotation will be required
* Work schedule and location assignment is dependent upon the needs of the individual medical offices and the laboratory
* Schedule may be modified to meet staffing needs as determined by the Ancillary Services Manager

**Knowledge, Skills and Ability**

* Ability to work independently
* Neat and friendly appearance
* Must work well with patients and medical staff
* Able to multitask
* Solid computer skills
* Strong attention to detail
* Exceptional customer service skills

**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 25 pounds
* Manual dexterity to operate personal computers and standard office machines and equipment as it pertains to one’s position

**Visual Acuity, Hearing and Speaking**

* To transfer information from paper to computer, from computer to computer, and to communicate in person and on the telephone

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

*August 2016*