



HARDIN COUNTY REGIONAL HEALTH CENTER

Lifespan Health Center Job Posting

POSITION: MA/Phlebotomist (X2 positions)

REQUISITION: #1215

LOCATION: Lifespan Selmer & Lifespan Adamsville

Posting Date: 1/24/22

Expiration Date:

Department: Clinical Support

Salary Range: Dependent on experience & education

Reports To: Director of Nursing & Nursing Manager

Status: Non-Exempt

Position Hours: 8:00am-5:00pm w/required lunch break

POSITION SUMMARY: The Phlebotomist collects laboratory specimens by venipuncture or capillary puncture to aid in the assessment of a client's medical condition. The phlebotomist is able to approach, communicate, and positively interact with the client and other peer professionals while performing duties that may also involve stressful situations. Strict adherence to safety and infection control procedures is required at all times.

The Medical Assistant works as a part of the clinical team and assists the physician and other providers in the provision of primary health care to those patients presenting for assistance at Lifespan Health offices. The Medical Assistant will provide limited direct and indirect patient services and perform specific procedures, under the direction of a licensed provider, as authorized by training and provider direction.

CORE DUTIES/RESPONSIBILITIES:

1. Assures comfort and prompt attention to all patients.
2. Obtains blood samples by venipuncture or capillary puncture according to established policies, procedures, and techniques.
3. Instructs patients in the collection and preservation of other specimens routinely collected by the patient.
4. Orders laboratory tests in the EHR according to established procedures.
5. Responds to patients, families, vendors & visitors in a courteous manner.
6. Performs related work as assigned.
7. Prepares specimens in a timely fashion.
8. Labels samples with 100% accuracy.
9. Logs specimens using established procedures and follows up on results receipt.
10. Performs clerical duties as assigned.
11. Maintains copies of patient laboratory orders.
12. Ensures an appropriate environment for the administration of healthcare by keeping the lab area clean, safe, and orderly.
13. Maintains & protects patient's privacy and confidentiality.
14. Performs all CLIA waived testing competency requirements as well as QA checks deemed necessary for each and maintains their associated logs.
15. Maintains various logs, equipment checks, and monthly reports for quality purposes.
16. Maintains inventory of all lab supplies; orders as necessary and financially prudent.
17. Maintains and calibrate all lab equipment, reporting any malfunctions.
18. Adhere to all aspects of Bloodborne pathogens and OSHA reporting.

19. Collaborates with other staff to achieve improved patient care & outcomes, improve the patient experience, and coordinate care across multiple settings.
20. Participates in team meetings and huddles, engages in patient pre-visit & advanced care activities, and participates in activities of Patient Centered Medical Home (PCMH) directly or indirectly.
21. Provides patient with evidence-based & self-care education and timely communication.
22. Tracks lab tests and follows up on any missing or late test results as appropriate.
23. Completes necessary trainings and educations as required to maintain certification and/or licensure, if applicable.
24. Prepares patients for examination including the identification of the Chief Complaint, Review of Systems, the taking of vital signs, height, weight, etc., and ensures the smooth flow throughout the clinic.
25. Conducts all routine procedures as requested, including hearing and sight examinations.
26. Assists physicians and midlevel providers in healthcare activities such as the performance of diagnostic therapeutic procedures as authorized by training and certifications.
27. Administers vaccines and immunizations as ordered by the provider and enters into TWIS when applicable.
28. Assures complete and timely documentation of activities in patient charts.
29. Assists in keeping patients medical records up to date with appropriate and timely documentation.
30. Responsible to augment and assist in obtaining ancillary services such as wound care, transportation etc.
31. Assists with examinations and procedures that are carried out by providers.
32. Schedules appointments and surgeries occasionally.
33. Answers telephones and routes faxes appropriately.
34. Assists with stocking and maintaining the examining rooms, special treatment rooms, crash carts, and labs as well as vaccines and medications.
35. Stocks and maintains sample medications and logs.
36. Ensures an appropriate environment for the administration of healthcare by keeping exam rooms, lab areas, nurse stations, clinical equipment, and other work areas clean, safe, and orderly.
37. Performs other duties as may be requested to assist in keeping the organization compliant with all applicable standards.
38. Collaborates with other staff to achieve improved patient care & outcomes, improve the patient experience, and coordinate care across multiple settings.
39. Responds to standing orders.

EDUCATION/EXPERIENCE:

1. High School diploma or GED.
2. Phlebotomy certification preferred.
3. Up to three (3) years' experience.
4. Certified in Basic Life Support.
5. Basic familiarity with routine medical protocol and terminology.
6. Experience in a medical setting and/or graduation from an accredited medical educational program preferred.
7. Ability to use general office equipment, including fax machines.
8. Current, valid driver's license and proof of auto insurance.

TO APPLY:

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

EQUAL OPPORTUNITY EMPLOYEE

It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.