

**BOONE MEMORIAL HOSPITAL, INC.
CLINIC
JOB DESCRIPTION
PHLEBOTOMIST**

Employee Name: _____ **Date:** / /

| Job Responsibilities: | |
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| Hold a valid Phlebotomist Certification | |
| Responsible for collection of specimens: | |
| <ul style="list-style-type: none"> • Routine • Timed • "STAT" • Urines | |
| Verifies patient identity prior to collection of specimen. | |
| Ability to work with: | |
| <ul style="list-style-type: none"> • Neonate patients • Pediatric patients • Adolescent patients • Adult patients • Geriatric patients | |
| Collects specimens for chain of custody drug testing. | |
| Provides timely and accurate reporting functions: | |
| <ul style="list-style-type: none"> • Pathology reports • PAP reports • Community reports | |
| Charts patient results. Mails, phones and/or faxes results to nursing floor, ER, RHC, or physician offices. | |
| Performs filing of reports in patient records. | |
| Answers telephone. | |
| Flags & alerts medical providers of any patient critical values per hospital policy. | |
| Prepares monthly test summary and gives to Clinical Lab Director. | |
| Copies the monthly total test volume and gives to the CFO. | |
| Reports twice monthly to the WV State Health Department with information required for syphilis, gonorrhea and Chlamydia surveillance. | |
| Delivers departmental mail. | |
| Able to perform EKG's. Scans EKG's and reconciles EKG charges. | |
| Keeps work area clean, neat, orderly and well stocked. | |
| Participates in the performance improvement process. | |
| Works well with others. | |
| Shows respect to supervisors. | |

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| Shows initiative in completing all work and duties that are to be doing in the phlebotomy area each day. |
| Compiles with hospital policy, state and federal regulations. |
| Attends in-service education and meetings as offered. |
| Relates well to the public using effective and tactful communication. |
| Maintains a positive attitude. |
| Dependable to work as scheduled. Prompt arrival to work area. |
| Has a telephone in residence or cell phone. |
| Pulls charts and other clerical duties as assigned. |
| Works quickly and efficiently with all medical staff & medical providers. |

Physical Demands

Ability to perform various motor skills such as; standing or sitting for long periods of time, walking, lifting (up to 25 pounds) using proper lifting techniques, stair climbing, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.

Employee Signature

____/____/____
Date