

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	PHLEBOTOMIST/ RECEPTIONIST	Grade	6
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Department	LABORATORY	Exempt	
Immediate Supervisor	LABORATORY MANAGER	Non-exempt	X
Supervisor next In line	COO	Workweek	40

**POSITION SUMMARY**

To participate in the non-technical pre-analytical and post-analytical functions of the clinical laboratory. Some technical functions are required in order to facilitate flow and function within the laboratory. This is an entry level position primarily responsible for specimen collection by phlebotomy and capillary puncture, reception and clerical duties, order processing, report distribution and client service. Additional duties are assigned as appropriate for the level of training and experience.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

High School graduate or equivalent: demonstrated ability to read, write, type, and perform mathematical computations.  
Previous experience in dealing with customers.  
Computer and word processing skills preferred.  
Phlebotomy Certification preferred.

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

- 1 Performs routine specimen collection by phlebotomy and skin puncture. Instructs patients in collection procedures as required.
- 2 Ensures that physicians orders are processed accurately and thoroughly by reading and verifying, investigation test requirements, collecting patient information, computer order entry, communication with technical personnel, and printing and distributing lab reports.
- 3 Prints all daily logs, lists, and reports according to established protocols and commensurate with training.
- 4 Performs reception duties. Schedules procedures.
- 5 Processes anatomic pathology specimens to include specimen log-in, packaging for transport, completing all requisitions, verifying billing information, receiving and distributing reports and maintaining logs.
- 6 Maintains inventory of Front Desk and pathology areas. Requisitions laboratory supplies.

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7	Performs clerical duties including filing, typing, and mailing
8	Functions as lab aide: processes specimens, cleans, assists with maintenance of department equipment and supplies, packs blood products to be returned to supplier.
9	Performs customer service duties: answers general questions concerning test availability and schedule, assists with patient information and flow, fields inquiries, and participates in problem resolution.
10	Displays knowledge of the laboratory information system adequate to perform order entry, inquiry, account registration, logs, and reports.
11	Adheres to all federal and state regulations in laboratory compliance and safety. Obtains ICD-10 diagnosis codes when needed and has patient fill out Advanced Beneficiary Notice (ABN) when appropriate.
12	Travels to physician offices, nursing homes, patient homes, when appropriate for specimen collection and report distribution.
13	Performs CLIA waived testing throughout the lab. Includes centrifugation, send out processing and all waived testing.
14	Completes other duties as assigned.

**Knowledge, Skills, Abilities:**

**Ability** to read, write, perform mathematical computations, type, and understand basic laboratory functions.

**Ability** to receive oral instructions resulting in action. Ability to perform routine duties accurately with minimal supervision.

**Ability** to collection specimens by venipuncture and capillary in a safe manner.

**Communicate** effectively with patients, families, co-workers, clients and the public.

**Ability** to organize and prioritize multiple tasks with numerous interruptions.

**Willingness** to adapt to schedule changes, assume additional duties when requested and offer assistance to others.

**Exhibits** good hand-eye coordination and manual dexterity.

**OCCUPATIONAL EXPOSURE** for this position:

<b>X</b>	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
<b>X</b>	<b>Noise</b>	
<b>X</b>	<b>Other</b> (Specify)	Exposure to infectious and odorous specimens Subject to electrical and radiant hazards Subject to toxic, caustic, and odorous chemicals Frequent prolonged standing and bending

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<b>PHYSICAL DEMANDS:</b> (Essential functions strength rating for position - see Job Analysis)		
	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
<b>X</b>	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date