



## Cow Creek Government Office

### Position Description

**Position Title:** Phlebotomist

**Department:** CCH&WC

**Reports To:** Clinic Director

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 10/13/09

#### **POSITION PURPOSE:**

Under the direction of the Clinic Director, the Phlebotomist will be accountable for ensuring that appropriate and timely specimen handling, delivery, specimen testing, results reporting, quality control & quality assurance and customer service are provided in an efficient and cost effective manner and in accordance with laboratory/clinic policies and procedures.

#### **ESSENTIAL FUNCTIONS:**

- Manage lab operations, including opening and closing procedures, coordination in ordering, inventories and stocking of supplies. Perform quality control checks on all lab equipment.
- Performs Phlebotomy duties in a professional, competent manner such as:
  - examination of patient for vital signs,
  - conducts interviews to gather and record patient information, such as medical, billing and personal history,
  - Explain procedures to patient in an effort to allay fears/anxieties associated with actions.
  - Perform blood draws, and conducts testing procedures to screen blood samples
- Utilize Electronic Health Care medical records system through RPMS patient management system, in a competent manner, and provide team support for efficient functionality.
- Demonstrate a working knowledge of Tribal programs & current events.
- Complies with Tribal Employment Manual and Clinic Operations Policies including HIPAA privacy act regarding protection of records and patient confidentiality.
- Compile and submit necessary medical/statistical reports and data in a timely fashion.
- Apply basic time management and patient care coordination skills to effectively provide appropriate health care services.
- Participate in quality improvement activities.

#### **QUALIFICATIONS:**

- High School Diploma or GED

- Completion of Phlebotomy Certification Course
- Two years general clinical laboratory work experience.
- Certified as a Phlebotomist
- CPR and First Aid certified.
- Preferred experience working with Tribes and/or IHS.
- Candidate must have the ability to maintain strict confidentiality in accordance with HIPAA and Privacy Act regulations.
- Proven ability to read, understand and apply program rules and regulations for State, Federal and Tribal assistance programs,
- Excellent typing skills and be familiar with office procedures.
- Must demonstrate proven effective interpersonal communication skills.