



Cow Creek Government Office

Position Description

Position Title: Certified Phlebotomist

Department: CCH&WC

Reports To: Clinic Operations Manager

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Under the direction of the Clinic Operations Manager, 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 is provided in an efficient and cost effective manner and in accordance with laboratory/clinic and tribal policies and procedures.

ESSENTIAL FUNCTIONS:

- Includes opening and closing procedures, coordination with ordering, inventories and stocking of supplies. Perform required quality control checks on specified 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 use
- Willingness to be constantly challenged, assessed, and developed
- 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 provide effective and appropriate services
- Participate in quality improvement activities.

QUALIFICATIONS:

- High School Diploma or GED
- Possess a Phlebotomy Certification
- Must be Nationally Certified
- Three years of documented general clinical laboratory work experience
- CPR certified

- Prefer 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 and Federal agencies
- Excellent typing skills and be familiar with office procedures.
- Must demonstrate effective interpersonal communication skills

