

CORNERSTONE COLLABORATIVE FLORIDA
PHLEBOTOMIST
JOB DESCRIPTION

Job Title: Phlebotomist
Department:
Reports To:
FLSA Status: Non-Exempt

Position Summary: The Phlebotomist will represent CCF while engaging with members of the community through the HeartThrob Mobile Community Health Initiative, as part of the clinical service delivery. Will also provide insight into life-defining health decisions, have direct contact with patient, and create an atmosphere of trust and confidence while explaining procedures to patient. The Phlebotomist will demonstrate excellent communication skills and sensitivity to confidentiality and personal health information. The successful candidate will work in a mobile clinic setting in communities throughout Florida, and may also work in a doctor's office, a patient service center, a house call environment, or as business needs dictate.

Essential Duties and Responsibilities: To perform this job successfully, the individual must be able to perform the following satisfactorily; other duties may be assigned.

- Obtain medical history and vitals from patient and verify patient demographic information
- Draws blood specimens in a skillful, safe and accurate manner
- Prepare specimens for lab testing following established practices and procedures
- Record client information utilizing lab technology systems or directory of services
- Secure patient signature post-venipuncture verifying information on tubes are labeled correctly and matches patient information
- Data entry and processing specimens including labeling, centrifuging, splitting and packaging specimens as required by test order
- Enter insurance billing information when required accurately to include the safeguarding of assets and information
- Complete all data entry requirements accurately to include data entry of patient information, entry of test order from requisition or pulling order from database
- Perform verification
- Provide excellent customer service and professionalism towards all patient, staff and volunteers
- Read, understand and comply with all departmental policies, protocols and procedures (Procedure Manual, Safety Manual, Compliance Manual, Automobile Policies and Procedures, Employee Handbook and Quality Assurance Manual)
- Assist with compilation and submission of monthly statistics and data
- Maintain all appropriate phlebotomy, maintenance and temperature logs in a timely manner
- Complete all training courses and keep up-to-date with the latest phlebotomy techniques

Requirements:

- Excellent phlebotomy skills to include geriatric.
- Ability to provide quality, error free work and work independently with minimal on-site supervision.
- Able to work a flexible schedule based on staffing needs including weekends and holidays.
- Comply with all company policies and procedures including company dress code
- Must have a valid driver license. Clean driving record preferred. Vehicle not required

- Must demonstrate superior customer focus; ability to communicate openly and transparently with peers, supervisors and clients
- Ability to write routine reports and correspondence, organize work for timely completion and able to follow oral and written instructions
- Ability to speak effectively before groups of customers or employees of the organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to speak, write, read, and understand English; Bilingual skills preferred
- Basic computer skills including knowledge of Microsoft Office applications

Supervisory Responsibilities: None

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Functions are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as inclement weather, atmospheric elements and pathogenic substances. Performance of this job could expose the employee to blood-borne pathogens. Employee will experience close/small work spaces on mobile unit buses. Vibration and motion are common on mobile unit buses. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Tasks involve the periodic performance of moderately physically demanding work, usually involving standing, but may also involve some climbing, stooping, kneeling, crouching, crawling, walking, and manual dexterity in the operating of phlebotomy equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift light to moderately heavy objects. The normal performance of duties may require lifting and carrying objects. Objects in the weight range of 1 to 15 pounds are lifted and carried frequently; objects in the weight range of 16 to 25 pounds are lifted and carried occasionally and objects in the weight range of 26 to 40 pounds are seldom lifted and carried. Objects exceeding 41 pounds are not to be lifted or carried without assistance.
- Must be able to sit or stand for long periods of time; requires long hours of eye and hand coordination.
- Must be able to perform repetitive tasks with dominant hand frequently to constantly throughout the day.
- Position requires travel within the state of Florida, with possibility of overnight travel
- Extensive use of mobile device and PC.
- Fine dexterity with hands/steadiness.
- Talking, Standing, Balancing, Bending/kneeling, Pushing/pulling, Reaching/twisting.

Required Education:

- High school diploma or equivalent required.
- Medical Assistant training or equivalent required.
- Phlebotomy certification preferred.

Required Work Experience:

- One year of phlebotomy experience
- Customer service in a medical office, retail or service environment

- Keyboard/data entry

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned.

All requirements are subject to modifications to reasonably accommodate individuals with disabilities.

Cornerstone Collaborative Florida, Inc. is an Equal Opportunity Employer: Women / Minorities / Veterans / Disabled / Sexual Orientation / Gender Identity or Citizenship

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date