



## **JOB DESCRIPTION**

**JOB TITLE:** Medical Assistant/Phlebotomist  
**JOB STATUS:** Full-time Non-Exempt  
**DIVISION/LOCATION:** Urology/Newburgh  
**DATE:** July 2017  
**REPORTS TO:** Clinical Director

### **JOB SUMMARY:**

The Medical Assistant/Phlebotomist works closely with Physicians, Nursing Staff and Clerical Staff. The Medical Assistant/Phlebotomist provides clinical expertise to ensure all patients receive high quality, efficient care. The Medical Assistant/Phlebotomist exhibits initiative, is compatible and supportive; and displays team cohesiveness.

### **DUTIES AND RESPONSIBILITIES:**

- Verifies clinical lab test orders and brings discrepancies to the attention of appropriate clinical staff.
- Verifies patient information with two patient identifiers.
- Deciphers best method for obtaining blood sample depending on the specific patient
- Obtains blood specimens by performing venipunctures and fingersticks.
- Assists physicians with patient office visits which include, rooming patients, interviewing patients, recording vital signs including pulse rate, blood pressure, height and weight, and entering information in patient electronic medical record.
- Prepares and reviews patient chart at least 72 hours prior to patient's appointment. Reviews charts for completeness ensuring all required information is included; notes any deficiencies and utilizes all resources internal as well as external.
- Organizes exam rooms, including general cleaning, upkeep, and re-stocking of supplies.
- Performs administrative tasks, including form completions, prescription refills, referrals and patient educational material.
- Scans all pertinent information into the electronic health record system.
- Disposes of contaminated sharps in accordance with applicable laws, standards and policies.
- Tracks collected specimens by initialing, dating and noting times of collection; maintains daily tallies of collections performed.
- Maintains quality results by following department procedures and complying with legal regulations
- Practices infection control standards at all times when working with patients and equipment

### **EDUCATION & EXPERIENCE:**

- High school diploma or equivalent and completion of an approved phlebotomy training course
- 1-2 years' phlebotomy experience preferred
- BLS preferred

**QUALIFICATIONS & REQUIREMENTS:**

- Proficiency in collecting blood samples
- Superb attention to detail
- Ability to communicate in a professional, courteous and efficient manner
- Knowledge of laboratory computer preferred