

The **Phlebotomist/Lab Technician** will be responsible for drawing blood, collecting urine specimens, conducting point-of-care tests, preparing specimens for transport, and work with licensed providers to assure patients are notified of results. The Phlebotomist/Lab Technician will also deliver excellent patient service, answer patient questions, act as a resource for patient information and strengthen the relationship between the patient and our entire medical facility. **ONLY BILINGUAL (ENGLISH AND SPANISH) CANDIDATES WILL BE CONSIDERED.**

Job Duties and Responsibilities:

- Obtains blood specimens by performing venipunctures and finger-sticks.
- Tracks collected specimens by initialing, dating, and noting times of collection; maintaining daily tallies of collections performed.
- Monitors glucose levels by performing glucose tests; recording results; reporting results to providers.
- Maintains quality results by following department procedures and testing schedule; recording results in the quality-control log; identifying and reporting needed changes.
- Maintains safe, secure, and healthy work environment by following standards and procedures, complying with legal regulations.
- Resolves unusual test orders by contacting the providers, or reference laboratory; referring unresolved orders back to the originator for further clarification; notifying supervisor of unresolved orders.
- Enhances phlebotomy department and GSHCG reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Collecting payment for lab test(s) performed.

Skills/Education:

- High school diploma/GED required (Associate degree preferred)
- Must have a phlebotomy or Medical Assistant certification
- Legible handwriting is required
- Excellent patient service and patient relationship skills