



Position Title: Phlebotomist/Lab Technician

General Purpose: The Phlebotomist/Lab Technician will be responsible for drawing blood, collecting urine specimens, conducting point-of-care tests, preparing specimens for transport, and working 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:

- Obtain blood specimens by performing venipunctures and finger-sticks.
- Track collected specimens by initialing, dating, and noting times of collection, as well as maintaining daily tallies of collections performed.
- Monitor glucose levels by performing glucose tests, recording results, and reporting results to providers.
- Maintain quality results by following department procedures and testing schedule, recording results in the quality-control log, and identifying and reporting needed changes.
- Maintain a safe, secure, and healthy work environment by following standards and procedures, and complying with legal regulations.
- Resolve unusual test orders by contacting the providers or reference laboratory, referring unresolved orders back to the originator for further clarification, and notifying your supervisor of unresolved orders.
- Enhance the reputation of the phlebotomy department and Good Samaritan Health Centers of Gwinnett by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to your job accomplishments.
- Collect payment for lab test(s) performed.

Skills/Education:

- High school diploma/GED required (associate degree preferred)
- Must have a phlebotomy or medical assistant certification.
- Must be fluent in Spanish and English.
- Legible handwriting is required.
- Excellent patient service and patient relationship skills.
- Great organizational and multitasking abilities.