

# We're Looking For YOU ...

MEN'S HEALTH AND WELLNESS CENTER | ATLANTA, GEORGIA

[www.menshealthcenter.org](http://www.menshealthcenter.org)



## PHLEBOTOMIST

### **SPECIFIC DUTIES AND ACTIVITIES:**

The individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

### **Essential Functions:**

- Obtain blood specimens from patients per laboratory orders by performing venipunctures and finger sticks, process medical laboratory tests, and document results.
- Communicate with and assist patients professionally and courteously.
- Review the laboratory schedule and verify and complete orders. Identify the patient and confirm the correct patient record. Is responsible for monitor and resolve orders in the electronic medical record.
- Complete appropriate laboratory forms documenting tests performed and providing diagnoses correlating to tests performed.
- Complete lab requisition forms and produces appropriate labels for forms and specimen tubes.
- Enter patient demographics, and tests performed and diagnoses correlating to tests performed in the EMR.
- Order and maintain adequate laboratory supplies.
- Clean and maintain the laboratory, including equipment.
- Maintain records and documentation for proficiency testing and to meet COLA and CLIA requirements and regulations.
- Serve as a back-up for clinical team members as needed by controlling patient flow, performing EKG tests, obtaining blood pressure measurements, documenting vital signs in the EMR, and administering injectables.
- Perform all other duties as assigned.

### **Competencies:**

- Knowledge of medical laboratory principles, standards, applications, and tests.
- Knowledge of medical laboratory safety, cleanliness, and infection control policies and regulations.
- Knowledge of medical laboratory equipment uses and maintenance.
- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively, verbally, and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member, and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful, and helpful to patients and others. Ability to meet patients' and others' needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt quickly to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

**Education and Experience:**

- High school diploma or equivalent required
- Associate's Degree or higher preferred
- Phlebotomy experience preferred

**Certification and Licensure:**

- MLT, ASCP, CPT, or AMT certification required

**Work Environment:**

- Environmentally controlled laboratory and medical office environment
- Fast-paced environment with occasional high pressure or emergent situations
- Frequent exposure to bodily fluids
- Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations, and other conditions common to a laboratory and medical office environment
- May wear Personal Protective Equipment (PPE) such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies, and other members of the public

**Physical Demands:**

- Frequent standing, walking, grasping, carrying, and speaking
- Occasional sitting, reaching, bending, and stooping
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, copy and fax machine and phone

**SALARY:** Competitive

Please email resume to [info@menshealthcenter.org](mailto:info@menshealthcenter.org),

Attn: Human Resources | Phlebotomist

Deadline for resume submission: December 31st, 2020

It's **Your**  
**Health**  

---

**OWN IT**