



Cow Creek Government Office

Phlebotomist

Job Code: 2350
Department: CCH&WC
Location: Roseburg, OR
Minimum Hourly: \$19.05

POSITION PURPOSE:

Under the direction of the Clinic Director, the Phlebotomist will be accountable for ensuring that appropriate and timely specimen handling, delivery, specimen testing, results reporting, quality control & quality assurance and customer service are provided in an efficient and cost-effective manner and in accordance with laboratory/clinic policies and procedures.

ESSENTIAL FUNCTIONS:

- Manage lab operations, including opening and closing procedures, coordination in ordering, inventory and stocking of supplies. Perform quality control checks on all lab equipment.
- Performs Phlebotomy duties in a professional, competent manner such as:
 - examination of patient for vital signs,
 - conducts interviews to gather and record patient information, such as medical, billing and personal history,
 - Explain procedures to patient in an effort to allay fears/anxieties associated with actions.
 - Perform blood draws, and conducts testing procedures to screen blood samples
- Utilize Electronic Health Care medical records system through RPMS patient management system, in a competent manner, and provide team support for efficient functionality.
- Demonstrate a working knowledge of Tribal programs & current events.
- Complies with Tribal Employment Manual and Clinic Operations Policies including HIPAA privacy act regarding protection of records and patient confidentiality.
- Compile and submit necessary medical/statistical reports and data in a timely fashion.
- Apply basic time management and patient care coordination skills to effectively provide appropriate health care services.
- Participate in quality improvement activities.

QUALIFICATIONS:

- High School Diploma or GED
- Completion of Phlebotomy Certification Course
- Two years general clinical laboratory work experience.
- Certified as a Phlebotomist
- CPR and First Aid certified.
- Preferred experience working with Tribes and/or IHS.
- Candidate must have the ability to maintain strict confidentiality in accordance with HIPAA and Privacy Act regulations.
- Proven ability to read, understand and apply program rules and regulations for State, Federal and Tribal assistance programs,
- Excellent typing skills and familiar with office procedures.
- Must demonstrate proven effective interpersonal communication skills.