

POSITION OPENING

Date: June 24, 2010
Job Title: Phlebotomist
Reports To: Clinic Manager
Job Location: Bisbee Clinic

Essential Job Results include but are not limited to:

- Perform all lab draws and maintain laboratory documents
- Document patient care services utilizing EMR.
- Maintain safe practices and clean working environment in accordance with OSHA guidelines for Blood borne Pathogens.
- Prepare patients for lab draw.
- Complete lab orders as documented by providers.
- Perform CLIA-waived laboratory tests.
- Prepare lab specimens and associated paperwork as required for transfer to contracted Laboratories.
- Complete all other duties and reporting as assigned.

Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1-2 years Phlebotomy experience preferred.
- Knowledge in Laboratory processing protocols
- Computer skills, EMR/NextGen preferred.
- Excellent customer service, verbal & written communication skills required.
- Flexibility in scheduling

If you are interested in this position, please submit a letter of interest to Julia King by Friday July 2, 2010.