

Cross Road Medical Center

Job Description

Job Title: Medical Assistant: Laboratory
Department: Laboratory Services
Supervisor: Lab Supervisor
FLSA Status: Full-time; Non- Exempt
Approval: By: JRM Date: 9-19-11

Position Summary: In keeping with the mission statement and core values of CRMC, and under the supervision of the laboratory supervisor, to be responsible for the provision of quality laboratory services to CRMC's providers and patients.

Essential Duties and Responsibilities:

- Scheduling patient laboratory appointments and instructing patients and/or other staff to ensure quality samples are obtained.
- Following the laboratory's procedures for specimen collection, handling, and processing.
- Following the laboratory's procedures for test analyses, reporting, and maintaining records of patient results.
- Accurately completing send-out test request forms for appropriate referral laboratories and preparing specimens for transport.
- Notifying the ordering physician of all test results in a timely fashion.
- Communicating supply needs to the lab supervisor or ordering supplies as delegated by the lab supervisor.
- Demonstrating proficiency by successfully participating in each Proficiency Testing event.
- Adhering to the laboratory's quality control policies by performing and documenting all required QC activities, calibrations, and instrument maintenance.
- Following the laboratory's policies and documenting all corrective actions taken whenever test systems are not within the laboratory's established acceptable levels of performance.
- Maintaining a level of cleanliness and orderliness in the lab to ensure a safe and healthy environment for staff and patients.
- Scheduling and collecting workplace drug screens and breath alcohol samples.
- Maintaining education and skills at the highest level possible.
- Complying with all CRMC policies (HIPAA, OSHA, Infection Control, Personnel Handbook, et al).
- Attending all mandatory staff meetings.
- Being present at CRMC during office hours and available for duty on an on-call basis, as scheduled.
- Understanding and agreeing to support the CRMC Mission Statement.

Skills: Ability to pay close attention to detail is a must. The ability to see color and differentiate between shades of colors is needed. Strong computer skills are needed. A

laboratory scientist should have a courteous and professional demeanor when dealing with patients and staff.

Qualifications: To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education/Experience: High School Diploma. Graduate of medical or nursing assistant program in the United States preferred. One year medical/nursing assistant experience including performing lab work preferred.

Other Qualifications:

- Phlebotomy experience preferred
- Reads, writes, and speaks English
- Valid driver's license

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, grasp, handle or feel and to reach with hands and arms. The employee is frequently required to sit, stand, walk, see, speak, and hear. The employee is occasionally required to climb or balance. The employee is regularly required to lift up to 15 pounds, occasionally lift up to 25 pounds, and rarely lift more than 50 pounds. This is an OSHA Category 1 job, which often involves exposure to blood, body fluids, or tissues.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects Cross Road Medical Center's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

This is not intended to be a contract.

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

HRD Signature: _____

Date: _____