

HEMATOLOGY-ONCOLOGY ASSOCIATES, P.C.

JOB DESCRIPTION

JOB TITLE: Laboratory Technologist

REPORTS TO: Clinical Director and Laboratory Technical Director

Summary Of Position: Full time position. Responsible for performing basic laboratory skills including phlebotomy, instrument utilization, microscope slide preparation, and analysis. Will work with patients, physicians and staff to consistently improve patient flow and will make appropriate decisions coordinating patient care and lab functions.

Qualifications:

- ❖ Associate Degree
- ❖ Laboratory Technology Certification
- ❖ Familiarity with general instrument methodology, including CBC & chemistry
- ❖ Ability to trouble shoot, problem solve and make appropriate decisions as they relate to chemotherapy, clinical trials, triage, patient care, and teamwork among staff
- ❖ Ability to communicate with physicians on a professional level
- ❖ Strong phlebotomy skills
- ❖ Basic understanding of billing, insurance, coding and computers as they relate to laboratory functions

Desired Qualifications:

- ❖ Hematology related experience
- ❖ Catheter Accessing
- ❖ Bone Marrow Aspiration experience

Primary Functions:

- ❖ Prioritizes patient care and assures smooth patient flow to meet the needs of the patient, staff, and physicians.
- ❖ Will start up and shut down daily the four lab instruments, including maintenance, QC, and troubleshooting
- ❖ Performs various lab tests including CBCs, WBC differential counts, SED rates, retics, chemistry analysis of a limited number of analytes, POS protimes using a Coagucheck making adjustments for out of range results, cold agglutinins, and platelet clumping necessary for PT analysis
- ❖ Performs specimen collections and preparation for send outs according to guidelines, troubleshooting as necessary to assure accurate delivery and processing.
- ❖ Carefully examines and logs all results, both written and called, on site or off site, identifying any panic values. Forwards appropriately to physicians, chemotherapy nurses or Medical Records
- ❖ Performs basic billing and diagnosis coding procedures as they relate to lab functions
- ❖ Makes phone calls regarding patient precautions, medication verification, lab results and no shows. Appropriately documents necessary information.
- ❖ Prepares and monitors schedules for the next day with appropriate billing information and lab notes. Monitors schedule for problem areas (busy days/slow days)

- ❖ Cleans lab area daily, restocks, and prepares for the next day, ordering supplies as needed
- ❖ Participates in meetings with the Lab Director
- ❖ Functions as an effective team member and responds to a changing environment
- ❖ Updates policies and procedures on an on-going basis
- ❖ Responsible for/or assisting with bi-annual inspections by COLA
- ❖ Utilizes computer efficiently for all laboratory processes.
- ❖ Assists doctor with BM procedure, assures proper delivery of specimen for pathology exam, keeps records of all BM performed in office.
- ❖ Other duties as assigned.