

Certified Phlebotomy Technician

Excellent and effective communication with laboratory patients, problem resolution, supply inventories and record keeping.

Requirements

Education Required (Minimum level of education): High School or equivalent

Certifications/Licenses Required:

Phlebotomy Certification – Current California State Phlebotomy Licensure Current Cardiopulmonary Resuscitation (CPR) Certificate Preferred: Current Basic Life Support (BLS) for Healthcare Providers

Responsibilities and Duties

Essential Functions of the Job:

- Demonstrate skills, and abilities by following the guidelines in venipuncture, heel and finger stick .
- Have knowledge skills in basic collection and specimen preparation storage and disposal of specimen according to Lab procedure Manuals
- Basic computer literacy to meet department needs and duties but not limited to order entry, cancellation, and results tracking.
- Performs other clerical duties in reporting results and distribution in a timely manner.
- Ability to multi task, flexible, ensures accuracy and completeness of work, adaptable to change to meet department and business needs.
- Possess personal characteristics of professionalism, credible commitment to high standards with excellent communication skills; effectively and clearly communicate verbally and in writing with patients and other customers.

Qualifications and Skills

Experience Required (Minimum level of experience)

Six months medical laboratory experience as a Certified Phlebotomy Technician (CPT) Proficient in medical terminology. Have basic E.H.R./computer literacy.