



*Consultants in Blood Disorders and Cancer, or "CBC," is a community-based team practice of board certified specialists in adult hematology and medical oncology. We strive to provide comprehensive high quality analysis and management of blood disorders and cancer by maintaining state of the art treatment practices through affiliation with national cancer treatment study groups. Our physicians and staff are dedicated to giving our patients the best possible care in an honest, compassionate, and courteous manner.*

**Job Title** • **LABORATORY PHLEBOTOMIST**

**Department** • Laboratory

**Reports to** • Laboratory Supervisor

**Position Summary** Facilitates laboratory work flow by collecting blood for Laboratory examination and working with related health care professionals. Duties include, but are not limited to:

- Demonstrating clinical proficiency in the current principles and practices of phlebotomy.
- Knowing and understanding all collection tube types and their use.
- Reviewing patient's chart in EMR\* to determine physician laboratory orders; ordering laboratory tests in EMR\* and LIS\* following computer procedures; entering and verifying all manually entered test results in LIS\*; queuing patient in EMR\*, after the blood has been collected, to the patient's next appointment. (\*EMR= Electronic Medical Record; \*LIS = Laboratory Information System)
- Verifying patient and patient samples by requiring two means of identification.
- Asking patient appropriate questions concerning current medication dosage.
- Collecting blood in the appropriate tube for each test by performing finger sticks and/or venipunctures, according to established protocols.
- Performing all point of care testing (PT, Blood Glucose, Creatinine, Bleeding Time) as outlined in the procedure.
- Observing Blood Bank ID systems collection protocol.
- Following lab protocols concerning alert (critical) values.
- Increasing patient satisfaction by reducing anxiety, responding to requests and questions in a professional manner.
- Assisting other members of the department to assure Quality patient care.
- Protecting patients and employees by complying with infection control and hazardous waste procedures.
- Maintaining and adhering to all safety policies and procedures of the laboratory.
- Successfully completing CPR, HIPAA, and FDA training.
- Maintaining productive and cooperative working relationship between Laboratory, Physicians, and other departments.
- Protecting patient's privacy by following CBC's policies on HIPAA.
- Maintain supplies by ensuring blood collection sites have adequate collection tubes within expiration dates.
- Conserving resources by using supplies and equipment only as needed.

**Education and Experience** • High School Diploma  
• Phlebotomy experience required

**Specific Skills** • General computer skills  
• Phlebotomy  
• Ability to work efficiently and stay organized in a fast-paced environment  
• Acute attention to detail  
• MUST work well with others in a team-oriented position and practice!

**Working Conditions** • Full-Time Schedule of 40 hours per week (8 hours per day, M-F)  
• Does not supervise others

**Benefits** • Paid Time Off • Disability Insurance  
• Medical Insurance • Life Insurance  
• Dental Insurance • 401(k) Retirement  
• Vision Insurance

**Qualified individuals may forward a cover letter and resume to the attention of Martha Uveges, Laboratory Manager, via fax at 502-897-1461 or via email to [muveges@cbcdocs.com](mailto:muveges@cbcdocs.com).**