UNIVERSITY OF SOUTHERN CALIFORNIA
Phlebotomist
Job Code: 187107

Grade: HC
OT Eligible: Yes
Comp Approval: 1/31/2006

JOB SUMMARY:
Performs phlebotomy on patients, processes clinical specimens and prepares specimens for analysis. Maintains supply inventory, medical files and prepares patient billing. Provides information to patients and physicians.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME
______ ______ Answers telephone and provides information to patients and physicians. Assists laboratory secretary as needed.
______ ______ Translates physician orders to laboratory requests. Determines if corrections are needed and notifies appropriate personnel.
______ ______ Performs venipuncture methods such as syringe, vacutainer, blood culture and fingerstick. Instructs patients regarding procedures including glucose tolerance preparation and proper specimen collection techniques. Provides patient care if fainting or loss of consciousness occurs.
______ ______ Assists in preparing specimens for analysis. Determines correct media, inoculation method and reagents for culture setup. Performs laboratory procedures within limitations set by law. Documents work performed on specimens. Prepares paperwork for specimens sent out to other laboratories.
______ ______ Makes, reviews and corrects logbook entries and requisitions.
______ ______ Maintains confidential patient files and other records for the required number of years in accordance with laboratory policy. Determines which records can be destroyed.
______ ______ Sends appropriate reports to the State Board of Health.
______ ______ Corrects orders and charges on patient billings.
______ ______ Maintains, distributes and organizes supply inventory, monitoring expiration dates, delivery schedules and patient volume.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
High School or equivalent

**Minimum Experience:**
1 Year

**Minimum Field of Expertise:**
California state phlebotomy certification plus experience in a clinical laboratory. Working knowledge of medical terminology.

**Skills: Administrative:**
- Answer telephones
- Assemble and organize numerical data
- Communicate with others to gather information
- Maintain filing systems
- Read handwritten text
- Understand and apply policies and procedures

**Skills: Laboratory:**
- General Laboratory Techniques
- Maintenance of Lab Notebook

**Skills: Machine:**
- Calculator
- Computer Network (Department or School)
- Fax
- Personal Computer
- Photocopier

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: _________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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