

**DEPARTMENT:** Administration/Laboratory

**SUPERVISOR:** Laboratory Manager

**POSITION:** Administrative Laboratory Assistant

**Job Summary:**

1. Is responsible to input laboratory orders into EHR software so testing can begin.
2. Is responsible to assist with entry of results into the EHR software.
3. Is responsible to make sure results are finalized so billing can be processed.
4. Is responsible to make sure results to physician offices.
5. Is responsible to answer telephone calls in a polite and professional manner.
6. Is responsible to create a complete inventory of all items in the laboratory.
7. Is responsible to complete a weekly inventory of all supplies.
8. Is responsible to generate a purchase order for submission to the business office based on the weekly inventory.
9. Assist in the Laboratory as directed by laboratory manager.
10. Learn and maintain phlebotomy skills to assist with patient blood draws when necessary.
11. When available, and when needed, assist monitoring patients in the Acute wing.
12. Other duties assigned by Laboratory Manager.

**Qualifications:**

High School graduate or GED equivalent. Proficiency in common business software including Word, Excel, Outlook, and web browser. Ability to learn EHR software in use. Proficiency in English language both oral and written. Ability to follow both verbal and written instructions. Professional telephone skills. Phlebotomy certifications or eligibility preferred.

**Duties:**

- Input laboratory orders into HER software for all outpatients, inpatients, swing, and skilled nursing patients. Data should include patient name, test ordered, ordering physicians, and associated event number.
- Assist laboratory manager and laboratory technicians entering results into the HER promptly to avoid any delay in care to the patient.
- Call results to physician offices or other healthcare facilities as soon as they are available to avoid any delay in patient care.
- Assist laboratory manager and laboratory technician finalizing results in the HER promptly so charges can be billed in a timely manner.
- File laboratory test results in an orderly fashion so that results can easily be found by other staff.
- Take calls from physician offices and other healthcare providers and, when appropriate, release patient test results.
- Track tests that are sent to other laboratories for processing. When results are not received in a timely manner, follow up with the laboratory processing the tests so that results are obtained as quickly as possible

to avoid any delay in patient care.

- Perform a weekly inventory of supplies and prepare a purchase order form for all needed supplies so the laboratory can function without interruption.

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- Assist Medical Records in obtaining all needed laboratory test results so they can be scanned into patient health records.
- Complete and maintain a thorough inventory of all laboratory supplies including reagents, controls, calibrator cleaners, CLIA waived test kits, urine test kits for corporate testing, replacement parts, and consumables (i.e. gloves, needles, tourniquets, ect.) to insure the laboratory has all supplies necessary to perform tests and generate results.
- Work with purchasing department in coordination use of consumable and other supplies shared by other departments.
- Willingness and ability to learn to draw blood from patients so that you can assist technicians with drawing blood during busy times. Use blood drawing skills on a regular basis to stay in practice.
- When needed, and when approved by your manager, be available to assist hospital staff monitoring patients in the acute wing.
- Complete other duties as required by your manager, be available to assist hospital staff monitoring patients in the acute wing.
- Complete other duties as requested by laboratory manager or by administrator.

*By signing below I acknowledge that I have received, read and understand the Job Descriptions for my intended position and fully understand the contents therein. While functioning in my intended position, I shall perform these duties to the best of my ability.*

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**Signature**

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**Date**

