



Position: Phlebotomist/Lab Assistant

Post Date: 14 Nov 2017

End Date: 13 Dec 2017

Broadway Medical Clinic has an immediate opening for a Full-Time Phlebotomist/Lab Assistant. The Phlebotomist/Lab Assistant performs pre-analytical, analytical, and post-analytical processes associated with registration, processing, and collection of laboratory specimens as well as performing some CLIA waived tests. The Phlebotomist/Lab Assistant complies with all laboratory and safety policies, and uses personal protective equipment (PPE) as required by laboratory policy and regulating agencies. This position will typically work Monday-Friday and rotate Saturday AM shifts.

Knowledge and Skills:

Must be highly organized, detail oriented, able to work under minimal supervision, know basic medical terminology, be proficient in record keeping and ordering of specimens, and maintains the strictest confidentiality for compliance with HIPAA. This position requires extraordinary customer service and communication, professional behavior, time management skills, the ability to follow established laboratory policies and procedures, and have an excellent attendance record.

Education:

Laboratory regulations require a High School diploma or GED equivalent, Diploma or Certificate of Completion from a nationally accredited Phlebotomy Course, National Certification in Phlebotomy or Certification with ASCP. Certification in Medical Assisting with AAMA will also be accepted. Current CPR certification is required.

Experience:

Phlebotomy/Lab Assistant experience for one (1) year preferred; previous work experience in phlebotomy along with the successful completion of a phlebotomy training course. Electronic Medical Records (EMR) experience preferred.

If you wish to be considered for this position and meet the qualifications, please submit your resume and a cover letter of interest to Human Resources at hr@bmcllp.net. No phone calls, please.

Broadway Medical Clinic, LLP

ATTN: Human Resources

4212 NE Broadway

Portland, Oregon 97213

email: hr@bmcllp.net
