

Job Summary

Order Number:

NY1370436

Date Job Order Received:

05/26/2021

Number of Openings:

6

Company Name:

Niagara Falls Memorial Medical Center

Job Title:

Phlebotomist/Lab Assistant

Minimum Experience Required:

11 years

Job Description:

Niagara Falls. Niagara Falls Memorial Medical Center. Phlebotomist/Lab Assistant. PT 30 - 40 hrs. NATURE AND SCOPE: Perform clerical and specimen processing work and to draw blood from patients. ESSENTIAL FUNCTIONS: 1. Answer the telephone and intercom. 2. Respond to and direct telephone requests for patient care. 3. Organize blood collection work. 4. Draw blood specimens from inpatients and outpatients. 5. Contact physician offices for appropriate billing information in accordance with corporate compliance policies. 6. Process incoming patient specimens by: a. Performing H.I.S. registration b. Assigning accession numbers in L.I.S. a. Entering patient data and tests ordered into the databases b. Centrifuging and processing samples to maintain specimen integrity. c. Distributing specimens to appropriate work stations or prepare for transport to the reference laboratory. 7. Call lab results to ordering nursing station, office or physician. 8. Deliver test results to appropriate locations on-site and off-site as required. 9. File test reports and worksheets. 10. Prepare statistical results as requested by supervisory personnel. 11. Maintain safety and cleanliness of specimen processing areas and outpatient blood collection areas. 12. Train other personnel in various procedures. Subject to drug screening, medical exam, reference check & criminal background check. To apply, contact the employer in person, or by email: Niagara falls, Job Fair Niagara Falls Public Library 1425 Main St Niagara Falls, NY 14305 Email: Stephen.wagner@nfmmc.org

Job Location:

Niagara Falls, New York

Pay:

\$16.35 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays

Hours per Week:

29

Duration:

Part Time, Regular

Work Days:

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Shift:

Varies

Public Transportation:

Public Transportation is available.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer in person, or by email:

DeLuke, Renee

621 Tenth St.

Niagara Falls, NY 14302

Email: to.Jobs@nfmcc.org