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# Example of Medical Lab Assistant Job Description

Our company is growing rapidly and is hiring for a medical lab assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for medical lab assistant

* Assist with the orientation of new employees
* Monitor and restock collection supplies
* Communicate with customers, visitors and Health Care Professionals to answer questions or explain information
* Read source documents such as purchase orders, emails, and facsimile forms, and enter data
* File copies of orders received
* Inform customers by email or telephone of order information, shipping dates, and any anticipated delays
* Keep a current record of staff members' whereabouts and availability
* Perform duties, such as sorting brochures or straightening chairs to maintain lobby and/or reception area
* Compile information about new accounts, enter and maintain account information, and file related forms or other documents
* Process client supply orders

## Qualifications for medical lab assistant

* Previous professional phlebotomy experience
* Address inquiries related to patient results and test submission
* Troubleshoot problems and log complaints as appropriate
* Provide phlebotomy services to walk-in customers as needed upon verification of proper paperwork
* Dispatch STAT requests to phlebotomy department
* Communicate alert, critical, and STAT results to clients in a timely manner