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# Example of Medical Lab Assistant Job Description

Our growing company is looking for a medical lab assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for medical lab assistant

* Perform the urine drug collection and testing according to DOT standards
* Accesses hospital and lab information system programs to perform ordering, sample labeling, log-in, test cancellation, test add-on, and final disposition into the sample inventory system/storage program
* Obtains adequate and correct blood specimens by skin puncture or venipuncture using proper technique and equipment within the established hospital procedure
* Collects and handles laboratory specimens daily within required time frame
* Complies with standard precautions and Blood borne Pathogens exposure
* Monitors and maintains phlebotomy equipment and area
* Notifies patient and/or physician when problems arise from sample collection or processing error per policy
* Independent ongoing study of Medical Technology theory to be able to perform high complexity testing such as performing urinalysis and hematology microscopic testing, gram stain interpretation and Blood Banking to correlate test results with patient diagnosis
* Training of other staff would be limited until such time that employee met the minimum requirements of an Medical Laboratory Technician
* Organizes workload efficiently and without delay

## Qualifications for medical lab assistant

* Monitor the pneumatic tube system and the timely processing of all specimens Received through it
* Process add-on requests from client offices and from nursing units
* Monitor requests for laboratory testing that have not been processed through the Laboratory information system
* Ensure that all outstanding orders are accounted for and that any missing specimens are found
* Document the receipt of specimens in the laboratory information system
* Print and fax patient reports as requested