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# Example of Phlebotomist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of phlebotomist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for phlebotomist

* Draw blood from children and adults
* Be available during duration of single patient assignments
* Label and document blood specimens
* Test blood samples to screen doors
* Adhere to requirements for specified tests or procedures
* Draw and test blood samples to screen donors at blood bank
* Perform and secure bleeding time tests, blood cultures, blood collection sampling, and handling
* Communicate all tests results to physicians or other personnel in accordance with established procedures
* Record documentation and recordkeeping of all work performed
* Communicate with patients regarding the procedure(s) being performed

## Qualifications for phlebotomist

* Ensure and maintain an adequate inventory of all necessary supplies, including medical equipment, forms and other inventory
* Ensure that all specimen requirements are met at the time of collection and maintain their integrity at all times
* Greet and register patients arriving for procedures, other services or care
* Answer telephones and perform other clerical functions related to the department
* Perform venipuncture and finger sticks utilizing aseptic techniques compliant with the company's procedures and general clinical standards to obtain patient blood specimens
* Perform and secure bleeding time tests, blood cultures, blood collection and sampling