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# Example of Phlebotomist Job Description

Our growing company is hiring for a phlebotomist. 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 phlebotomist

* Schedule follow-up appointments, procedures and/or results
* Complete or assist in the completion of various patient forms such as insurance claim, worker's compensation and other similar forms
* Ensure and maintain an adequate inventory of all necessary supplies
* Drawing blood from patients in their home for laboratories
* Organize documentation and recordkeeping of all work performed
* Preparing equipment to collect blood products efficiently
* Cleaning and sterilizing equipment, instruments, and work area
* Conducting designated laboratory testing
* Performing veni-puncture, arterial, and capillary punctures on patients
* Identifying and labeling specimens

## Qualifications for phlebotomist

* Experience taking vitals and drawing blood
* This position is primarily mobile in nature
* The average amount of lifting is 10 pounds with occasional carrying of objects up to 20 pounds
* Sitting for short periods of time, the ability to file, move records, laboratory supplies, perform venipuncture, and move charts also requires bending and stooping
* One year of phlebotomy experience required
* Assisting in the care of the donor prior to, during, and after donation