



Example of Medical Laboratory Job Description

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Our growing company is looking to fill the role of medical laboratory. 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 laboratory

- Aids in the maintenance of the laboratory inventory utilizing knowledge of the approximate turnaround time when ordering supplies as needed to create a suitable working environment for testing
- Receives patient, collects samples, labels and processes for testing, and prepares report form or request for reference lab send-out testing
- Adapts to diverse communication styles in order to Interpret orders, answers phone calls and relay messages or communicate reports to outside clients, research project personnel, medical records, nursing staff and providers
- Provides prompt and friendly service to internal and external customers maintaining sensitive language to a diverse population
- Identifies customer needs through courteous questioning and a sincere desire to be helpful
- Follows up with customers, as appropriate, to insure satisfaction
- Supplies considerations/recommendations for alternative procedures/tests to providers when consulted
- Exhibits knowledge of community resources for patient management and provide paperwork or website for resources
- Communicates in a respectful and courteous manner in person, via email, or on the phone
- Conveys positive and professional image of work unit to fellow employees, patients, vendors and clients by using appropriate professional language and terminology

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- Position requires successful completion of a criminal background check and routine screening of Medicaid and Medicare Exclusion Lists
 - Must be in compliance with UHC policies regarding tuberculosis screening, measles and mumps (MMR), seasonal flu, hepatitis B, and other immunization requirements
 - Must be available to work 3pm-11pm, and every other weekend
 - Associate's Degree in clinical lab sciences OR graduated from an approved MLT program
 - Completion of or eligible for a MLT, CLA or HEW certification exam
 - Medical Technologist/MLS – Bachelor's degree in a certified MT/MLS program