

## **Great Part Time Opportunity... Will become full time for the right person!**

### **Hematology and Oncology Associates of Alabama: Laboratory Technician**

The Laboratory Medical Assistant assists the clinical staff in the care of Oncology patients. These responsibilities include initiating and directing patient flow chart through the office and providing patient care as directed by the MT, MLT and/or nursing staff.

#### **Responsibilities/Essential Functions:**

- Assists MT/MLT or nursing staff in the lab as directed.
- Interfaces appropriately with in house laboratory phlebotomists
- Triage all lab patients and document in EMR.
- Control patient flow into lab, from lab to exam room etc.
- Clean and stock exam rooms and lab as needed

#### **Long Term Functions:**

- Will be the back-up for MLT with duties as follow:
- Follows appropriate procedures for the performance of all laboratory tests in a hematology oncology setting.
- Preparation of specimens to be sent to various facilities for testing. These include but aren't limited to: bone marrow specimens, STAT lab work, 24 hour urine specimens.
- Be able to document in charts for "lab only" visits
- Have complete understanding of LIS; which includes ordering test, rejecting test, reviewing result reports.
- Other relevant duties based on training and clinic needs as assigned

#### **Knowledge Skills and Abilities:**

Medical Assistant Certification, required; with 2 years of clinical lab experience preferred

Proficient in taking vital signs

Knowledge of medical and laboratory equipment and instruments

Knowledge and functionality in the EMR and LIS systems

Skilled in establishing and maintaining safe effective working relationships with patients, families, co-workers, medical staff and the public; ability to react calmly and effectively in emergency situations; ability to interpret, adapt and apply guidelines and procedures; ability to work in a changing, demanding setting in order to prioritize a large volume of work and complete work efficiently.

#### **Physical Requirements:**

Physical requirements may include standing, walking, sitting, fingering or manual dexterity, repetitive finger motion, lifting or exerting force up to 50 pounds, reaching or stretching, crouching or stooping, speaking, hearing and seeing

**\*\*\*Become part of a great team of dedicated professionals. We offer a competitive salary and excellent benefits including: Health, Dental, Vision and Retirement Plan\*\*\*\***

Part Time (30 hours per week) for first 60 days to Possible Full Time position

Part time hours are either 9:00am-2:00pm or 9:00am - 3:00pm, M-F

Full time hours will be 8:00am - 4:30pm, M-F

To Apply:

**Email Resume to Cassandra DeGraffenreid: [cdegraffenried@hoaallc.com](mailto:cdegraffenried@hoaallc.com)**