

**POSITION:** Accessioning Technician

**DEPARTMENT:** Laboratory

**JOB SUMMARY**

Enter patient data into the Laboratory Information System per procedure manual in a timely and accurate manner. May be required to perform modified courier duties.

**NATURE AND SCOPE**

Report to Laboratory Manager.

Limited contact with clients is required. Contact may be in person or by phone.

This position description includes only essential functions of the position. This in no way states or implies that these are the only duties to be performed. Employee may be required to follow other job-related instructions and to perform other job-related duties requested by the supervisor.

**ESSENTIAL FUNCTIONS****RESPONSIBILITIES**

- Work with Laboratory Manager in resolving all questions or discrepancies regarding patient information.
- Enter patient data into the Laboratory Information System per procedure manual in a timely and accurate manner.
- Open and organize specimens per procedure manual in a timely and accurate manner.
- Adhere to all corporate policies and procedures and government regulations such as HIPAA, CLIA, OSHA, etc.
- Exercise resource management according to department policies.

**QUALITY ASSURANCE**

- Follow all established policies as outlined in the department's Policy and Procedure Manual.

**COURIER DUTIES**

- Provide courier services as required to local clients.
- Adhere to all corporate policies and procedures and governmental regulations such as HIPAA, CLIA, OSHA, etc.

**MINIMUM QUALIFICATIONS****REQUIREMENTS**

- High school diploma or equivalent.
- Must have a valid driver's license and safe driving history.
- Laboratory or medical experience preferred but not required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

This position requires accuracy in entering patient information in the Laboratory Information System. This position also requires safe driving while providing courier services.

Must observe strict safety precautions when handling biological specimens and chemicals.

Must maintain a clean work area.

Must be able to lift approximately 25 lbs.