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|  Oroville Hospital | Job Description for Lab Compliance/Audit Specialist | | Department: | Laboratory |
| | | | Dept.#: | 7500 |
| | | | Last Updated: | 7/22/08 |

Reports To

Laboratory Director

Job Summary

The Lab Compliance/Audit Specialist is responsible for filing and/or retrieving lab copies of patient test reports in cabinet files and/or in computer, keeps the Lab Office Supervisor informed about malfunctioning of any office equipment as well as verifies inventories and prepares orders for certain lab supplies as directed by the Lab Office Supervisor.

Duties

1. Accurately and efficiently processes anatomical and clinical lab test reports and distributes for routing to various locations
2. Receives phone orders for lab tests from physicians, nurses, unit clerks and convalescent homes
3. As phone orders from lab tests are received they are prioritized according to need (STAT, ASAP, routing) and efficiently routed to the phlebotomy team or out-patient registration clerks
4. Follows all laboratory safety rules and reports any possible hazards to the Lab Office Supervisor and/or Lab Manager
5. Files and/or retrieves lab copies of patient test reports in cabinet files and/or in computer
6. Phones results of patient tests to physicians, nurses or unit clerks as required or requested by Lab Office Supervisor or Lab technologist as urgency dictates
7. Keeps the Lab Office Supervisor informed about malfunctioning of any office equipment
8. Verifies inventories and prepares orders for certain lab supplies as directed by the Lab Office supervisor
9. Delivers laboratory and radiology reports to physician's offices at least twice daily
10. Picks up laboratory specimens at physician's offices at least twice daily
11. Is capable of handling numerous telephone calls simultaneously
12. Familiarity with sources of information about laboratory testing procedures/policies for the various areas within the lab
13. Prepares and mails lab reports to out-of-town physicians
14. Maintains current address files for physicians, hospitals, health care institutions and labs, etc

15. Updates cancer case log and routes reports to Medical Records Department
16. Retrieves pathology data and delivers pathologist's dictation tapes and surgical pathology requisition to medical Transcriptionist
17. Copies all patient reports showing abnormal cretonne results and routes to Pharmacy
18. Routes pertinent microbiology and serology reports to Infection Control nurse, i.e., patients/hospital staff or quality assurance studies positive for bacterial culture, hepatitis, clostridium difficult toxin
19. Is familiar with the billing processes with regard to the following:
 - a) Obtains proper pricing and codes charges for lab tests
 - b) Prepares charge batches for posting
 - c) Arranges for charge credits on patient accounts when necessary
 - d) Financial classes and method of billing
20. Performs with a minimum of errors – works neatly and with accuracy regardless of volume of work
21. Responsible for maintenance and is capable of operating the various equipment in the lab office
22. Type's laboratory requisitions when required
23. Assists phlebotomist when necessary, i.e., holding children for blood draws, checking specimen requirements, distribution of incoming patient samples and test requisitions to various areas in the lab as requested
24. Accuracy and efficiency with which all assignments are completed
25. Shows willingness to assist other laboratory personnel when requested
26. Shows willingness to assist other laboratory personnel as workload permits without being requested to do so
27. Encourages other lab personnel towards professional growth and development by sharing information
28. Keeps current with changes in laboratory procedures
29. Daily assignments are completed within 8 hour shift
30. Daily assignments are completed with 8 hour shift
31. Organizes work for effective utilization of time
32. Able to determine priorities when organizing daily assignments
33. Daily workload indicates good use of time
34. Seeks assistance when necessary from Lab Office Supervisor or Lab Manager
35. Makes pertinent observations in regard to department needs and offers suggestions
36. Shows ability to handle unexpected situations and is able to exercise independent thought and action when necessary
37. Shows ability to work on own without being told specific things to do

38. Is aware of need for cost containment
39. Utilizes supplies in non-wasteful manner
40. Observes confidentiality both with patient information and co-workers
41. Maintains good interpersonal relationships with co-workers and with people in general
42. Promotes an environment in which the laboratory staff can work together cooperatively toward objectives
43. Capable of performing a variety of tasks within the scope of job duties
44. Accepts accountability for actions
45. Assumes responsibility for own behavior
46. Able to recognize the importance of hospital policy
47. Accepts and follows hospital policy
48. Can be counted on to carry out instructions and fulfill job responsibilities
49. Can be counted on to report to work as scheduled
50. Accepts responsibility for and becomes available for overtime when workload requires
51. Accepts responsibility for and becomes available to work a different shift when workload or conditions warrant it

Qualifications

1. High school diploma or equivalent is preferred
2. Must have basic clerical skills, such as: typing/Word Processing, filing, medical terminology, and be computer literate
3. Previous Lab experience and/or medical background preferred.

Lifting Requirements

Medium – generally not lifting more than 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.