



**Community Healthcare Center**  
*Reaching Out To Everyone*

<b>Lab Clerk</b>	
<b>Purpose:</b> Provide lab support to the lab supervisor and clinical nurse supervisor. The goal is to provide assistance resulting in accurate and reliable lab results.	
<b>Position type</b>  Non-direct service volunteer	<b>Commitment Level</b>  4 hour shift 1 shift per week (2 shifts per week max)
<b>Department</b>  Nursing	<b>Reports to:</b>  1. Clinical Nursing Supervisor 2. Lab Supervisor

**Responsibilities:**

- Orders lab procedures in Schuylab, insuring that all patient demographic and billing information is accurate.
- Assists the laboratory with past due notices by mailing out reminder notices to those patients who have overdue labs.
- Orders lab procedures to be completed by the reference laboratory, insuring that all patient demographic and billing information is accurate before the orders are transmitted.
- Delivers lab reports to the providers each morning.
- Performs other duties as assigned, and may cross-train for other functions.

**Skill Set**

- Knowledge of basic laboratory practices and terminology.
- Accurate and detail oriented.
- Experience with computer, including data entry and word processing.

*The health care provider stands in a fiduciary relationship with the patient. This relationship is bound by strict duties of secrecy and fidelity. Do not reveal any information about a patient's medical condition or treatment to anyone, either inside or outside the Center.*

- Ability to sit for an extended period of time.
- Basic counting ability.
- Elementary reading, writing and speaking proficiency.

Volunteer Signature\_\_\_\_\_ Date\_\_\_\_\_

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