

# Community Physicians Group

**Full Time**

## **Phlebotomist/ X-Ray Tech at Kansas Medical Clinic**

Reports to: Office Manager

Educational Requirements:

1. Minimum- High School diploma or the equivalent
2. Phlebotomy certification
3. Proven previous job history

Primary Responsibilities:

1. Perform routine phlebotomy (pediatric through geriatric)
2. Perform various laboratory testing
3. Perform daily maintenance and quality control procedures
4. Ordering and stocking supplies
5. Ordering Lab through CPL and EMR systems
6. Charting and obtaining ABN when necessary
7. Maintaining correct log books for CLIA/COLA certification
8. Perform Drug Screens
9. Taking digital x-ray's
10. Uploading x-ray's into computer system
11. Perform EKG, Spirometry
12. Ability to multitask
13. Obtain Vital Signs

Please contact Shayla Alston at (918) 868-2175 or [salston@cpgclinics.com](mailto:salston@cpgclinics.com) for more information regarding this position.

This position may include lifting, standing, stooping.

04/23/2019