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| <br>Oroville Hospital | <b>Job Description for</b><br><b>Lab Office</b><br><b>Supervisor</b> | Department: <b>Lab</b>                               |
|  |  | Dept.#: <b>7500</b><br>Last Updated: <b>10/06/08</b> |

### **Reports To**

Director of Laboratory

### **Job Summary**

Administers and coordinates the laboratory office within the framework of the established policies, performs tasks in a safe manner and in accordance with the safety and health programs, assists in training and maintenance of a safe workplace for employees.

### **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 are received they are prioritized according to need (STAT, ASAP, routine) and efficiently routed to the phlebotomy team, outpatient registration clerks, lab aides or client services
4. Follows all laboratory safety rules and reports any possible hazards to the lab manager
5. Files and retrieves lab copies of patient test reports in cabinet files and/or in computer
6. Phone results of patient tests to physicians, nurses or unit clerk as required or requested by the Lab Technologist as urgency dictates
7. Keeps the Lab Manager informed about malfunctioning of any office equipment
8. Verifies inventories and prepares orders for certain lab supplies as directed by the Lab Manager
9. Delivers laboratory and radiology reports to physicians offices as least twice daily
10. Picks up laboratory specimens at physician's office as least twice daily
11. Prepares and mails lab reports to out-of-town physicians
12. Maintains current address files physicians, hospitals, health care institutions, and lab, etc..
13. Prepares spreadsheet for Administrative Lab Director with regards to possible new clients and/or new reference laboratories
14. Researches the financial possibilities and ways to increase revenue and reports them to the Administrative Lab Director
15. Maintains a working relationship with Lab Billing department and registration
16. Updates cancer case log and routes reports to Medical Records Department

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17. Prints pending log frequently and faxes/phones results as needed according to priority i.e. STAT, ASAP, PHONE, and files accordingly
18. Routes pertinent microbiology and serology reports to Infection Control Nurse
19. Is familiar with the Lab billing process
20. Demonstrates the ability to handle numerous incoming calls
21. Familiarity with sources of information about laboratory testing procedures/policies for the various areas within the Lab
22. Operates all office machines
23. Types laboratory requisitions when required
24. Assists phlebotomist when necessary
25. Supervises the daily operations of the lab office staff
26. Completes annual evaluation for lab office staff
27. Performs other duties as requested by Lab Manager

### **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
4. Two years of Supervisory experience or Leadership experience 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.