

JOB POSTING

Histology

Pathology Group of Louisiana Lab Accessioner Job Description

POSITION TITLE:

Lab Accessioner - Full time

Position Reports to:

Accessioning Manager

EDUCATION & EXPERIENCE REQUIREMENTS:

Minimum Required: High school diploma or GED required; excellent data entry skills required; Six months lab accessioning experience preferred; previous medical field experience is preferred.

RESPONSIBILITIES:

1. Triage, prioritizes and sorts specimens appropriately for accessioning and processing.
2. Performs data entry login of patient demographics, specimen source and test(s) orders from requisitions into the LigoLab computer system according to given protocol with minimal errors and scans requisitions with all related paperwork.
3. Accurately labels specimen(s)/slide(s) and timely distributes to the grossing area.
4. Accurately documents any orders lacking required documentation and all problem cases appropriately. Places calls to clients to verify information, if necessary.
5. Reviews specimen requisitions against data entry of information for accuracy, documents errors, corrects errors and escalates to supervisor based on necessity.
6. Answers departmental phone calls and assists clients as needed. Upon request, retrieves slides and/or blocks from warehouse.
7. Discards trash and packages in biohazard containers for proper disposal.
8. Performs other job related duties as assigned.
9. Supports ongoing changes in a professional manner, contributes to a positive work environment and to the team effort of the department and company.

Other Qualifications:

Excellent typing/data entry skills; must be able to adapt to changes in the work schedule and work process; possess good analytical and problem solving skills, detailed oriented; must possess excellent time management skills and ability to prioritize work based on the demands; must be able to multi-task correctly and simultaneously; work independently and a team player; must possess good judgment and excellent verbal communication skills.

HOURS: Mon-Fri 10:30a-7:00p