



Currently, we seek a **Specimen Accessioner** – Spring Hill, TN.
Schedule: M-F, 8 AM – 5 PM, Full-time

JOB REQUIREMENTS:

Education:

Requires a High School Diploma or equivalent.

Experience:

- 1-2 years in data entry
- Previous experience in a laboratory preferred

*Salary dependent upon experience

JOB RESPONSIBILITIES:

1. Follow the laboratory's procedures for specimen handling, processing and maintaining records of patient test results.
2. Prepares laboratory specimens for designated departments/locations prior to laboratory analysis and testing.
3. Follow CLIA, CAP, HIPAA, OSHA, and safety guidelines as described in their respective regulations.
4. Unpacks specimens from branches or ports and routes specimens by type to various staging areas.
5. Prepares all specimens received for testing in designated laboratory departments or locations such as staging of specimens, centrifuge, etc.
6. Prepares excess specimen samples for storage and resolves and documents problem specimens.
7. Organizes work by matching computer orders with specimen labeling, sorting specimens, checking labeling, logging specimens, arranging reports for delivery, keeping work surfaces clean and orderly.
8. Aliquots sample for departments.
9. Attend monthly department and any additional training/educational meetings.
10. Participate in all applicable safety training sessions. Know the location and contents of the safety manual. Know the location/use of all applicable safety equipment.
11. Perform other duties as directed by supervisor.