

Hutchinson Clinic  
Structured Compensation - Job Description  
**Specimen Courier**

Prepared on: 3/19/2008

Page: 1

|              |                                |                 |            |
|--------------|--------------------------------|-----------------|------------|
| Department:  | Laboratory Department          | Grade:          | 3          |
| Reports To:  | Laboratory Director            | Classification: | Non-Exempt |
| Supervises:  | Direct: 0          Indirect: 0 |                 |            |
| Approved By: | Compensation Committee         | Effective Date: | 3/18/2008  |
|              |                                | Revised Date:   | 3/18/2008  |

Role:

Courier will run between buildings and floors to pick up Laboratory specimens that otherwise may not get to the lab in a timely manner.

Major Duties and Responsibilities:

(E) Essential or  
(N) Nonessential

- |     |   |   |
|-----|---|---|
| 75% | Courier will pick up specimens in OBGYN every 1/2 hour, 2107 building(Dermatology, Endoscopy, and Urology) every hour, and Orthopedics, and 2201 building(Neurology and Surgery) when needed. | E |
| 5%  | Assist the phlebotomists in picking up specimens from the Oncology Injection Room when needed.  | E |
| 20% | Order the lab,if needed, for specimens once at the lab, collect the barcodes, label, and deliver to the appropriate department.   | E |

Expectations:

1. Maintain professional and friendly atmosphere for patients and co-workers.
2. Abide by all clinic safety policies.
3. Maintains patient confidentiality.
4. Properly follows procedures to confirm patient identity.
5. Able to efficiently deliver specimens to main lab and understands importance of specimen integrity.
6. Properly labels all specimens collected.
7. Abide by Clinic policies and guidelines.

Knowledge and Skills:

|                       |   |
|-----------------------|---|
| Experience:           | The job can be trained in days or weeks.  |
| Education:            | Equivalent to a high school education.  |
| Interpersonal Skills: | Normal courtesy in dealing with others is required. Work involves minimal contacts, usually within the organization. Contact usually involving routine, non-sensitive issues. |
| Other Skills:         | Lifts and carries items weighing up to 50 lbs.  |

**This Job Description is not a complete statement of all duties and responsibilities comprising this position.**

**Confidential**