

UDS Collector

Department:	Patient Service Center / Office	Job Class:	Patient Service
Reports To:	Assigned Supervisor/ Manager	Revised:	April 13, 2022

Job Summary:

Responsible for Urine Drug Screen (UDS) collections, processing samples and other assigned tasks. The UDS Collector is responsible to and will receive work duties from the respective Supervisor/Manager.

Essential Functions:

- 1. Greet patients and gather information necessary to create requisition using ARMO Diagnostics order entry portal. Enter the information into the portal and produce the requisition.
- 2. Collect the appropriate specimen(s) using ARMO Diagnostics approved UDS collection. Assist in collections both observed and non-observed as requested by client.
- 3. Process the specimen(s) as required by ARMO Diagnostics Specimen Requirements and prepare the specimen to be transported to the lab.
- 4. Verify that all information on the requisition is correct, all specimens are labeled properly and the correct specimen(s) has been collected. Place the specimen bag in the bin for courier pick up.
- 5. Utilize appropriate customer service skills throughout the entire patient interaction.
- 6. Rotate to other collection sites as staffing needs dictate. This includes driving to the assigned location on short notice in support of patient needs.
- 7. Comply with the policies and procedures as outlined in the Employee Handbook. Follow departmental policies and procedures as required.

Additional Responsibilities:

- 1. Identify when assistance is needed from the Supervisor/Lead and contact the Supervisor/Lead appropriately regarding technical problems, supply problems or unusual patient conditions.
- 2. Good public relations through productive and professional interaction with patients, clients and coworkers.
- 3. Read memorandums/notices posted on UDS or ARMO Diagnostics policy changes and implement the changes and complete all assigned training in prescribed time.

Experience:

Previous experience in UDS preferred.

Education/Training:

High School graduate or equivalent

Licensure, Registration and/or Certification:

Valid driver's license for the state in which the vehicle is operated. Current liability insurance (at least state minimum requirements).

Institutional Training Required:

HIPPA, Compliance, Safety and Departmental training.

Knowledge, Skills and Abilities

- 1. Basic computer skills, including using the keyboard and web-based programs efficiently.
- 2. Accuracy and attention to detail.
- 3. Effective time management skills.
- 4. Customer Service skills.
- 5. Critical thinking skills to make effective judgment decisions.

I have read and understand this job description and Essential Elements Assessment (see Addendum). I am able and willing to perform these essential requirements with or without reasonable accommodation.

Signature:	Date:
Printed Name:	
Witness Signature:	Date:
Printed Name:	
Any requests for accommodation will be c	onsidered on a case-by-case basis.



ESSENTIAL ELEMENTS ASSESSMENT

JOB TITLE: UDS Collector

DEPARTMENT: Clinical Operations

CHECK ALL FUNCTIONS THAT APPLY

	PHYSICAL <u>REQUIREMENTS</u>				WORK ENVIRONMENT		EQUIPMENT
\boxtimes	Basic Vision		Pushing	\boxtimes	Works Alone	\boxtimes	Computer
\boxtimes	Color Perception		Up to 15 lbs.	\boxtimes	Working closely with	\boxtimes	Keyboard
\boxtimes	☑ Hearing/listening		Up to 25 lbs.	\boxtimes	others Shift Work	\boxtimes	Telephone
\boxtimes	Clear Speech – simple		Up to 50 lbs.	\boxtimes	Work Inside		Calculator
\boxtimes	responses Clear speech – complex		Up to 100 lbs.		Work Outside	\boxtimes	Fax Machine
	responses Manual dexterity		Pulling		Temperature Changes	\boxtimes	Copy Machine
\boxtimes	Hand		Up to 15 lbs.	\boxtimes	Instrument Noise		Ten-Key Machine
\boxtimes	Finger	\boxtimes	Up to 25 lbs.	\boxtimes	Vibrations		Switchboard Console
\boxtimes	Walking <u>30</u> %		Up to 50 lbs.		Working with chemicals/ solvents/detergents		Cleaning Equipment
\boxtimes	Sitting <u>10</u> %		Up to 100 lbs.		Mechanical Equipment		Maint. Tools / Equipment
\boxtimes	Standing <u>50</u> %	\boxtimes	Driving Vehicle	\boxtimes	Electrical Equipment		
	Climbing Stairs		Frequent in/out of vehicle		Climbing on scaffolds or ladders		
	Crawling				Fumes/Odors		
\boxtimes	Kneeling		STRESS FACTORS:		Dirt/Dust		
	Squatting	\boxtimes	Repetition	\boxtimes	Exposure to Infectious Diseases		
\boxtimes	Bending	\boxtimes	High Pressure		Diseases		
\boxtimes	Reaching	\boxtimes	Hazards				
	Lifting		Extended Shift				
	Up to 15 lbs.						OTHER:
\boxtimes	Up to 25 lbs.		COGNITIVE REQUIREMENTS:			\boxtimes	Stooping/Twisting 10%
	Up to 50 lbs.		Level 1 Clerical				
	Up to 100 lbs.		Simple reading/writing Memorization				
	Carrying	\boxtimes	Level 2				
	Up to 15 lbs.		All Level 1 reqs. Critical thinking				
	Up to 25 lbs.		Analyzing/perception				
	Up to 50 lbs.		All Level 1 & 2 reqs. Complex				
	Up to 100 lbs.		reading/writing Judgment/decision-				
			making Troubleshooting/problem solving				