



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 considered on a case-by-case basis.

