

Davis School District
School-To-Careers
Work-Based Learning

STUDENT INTERNSHIP SKILLS LIST
Job Title: Medical Phlebotomist

Student Name: _____ Business: **Biolabs, Inc.**

Transferable Job Skills: *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

Specific Job Skills: *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Answer phones		
Enter records into computer		
File records		
Credit files /billings		
Medicare billings		
Copy Medicare records		
Draw blood		
Run tests through machines		
Work on samples and tests; learn what they are		
Test results		
test requests and send outs		
Run routes		
Work with doctors		

Supervisor Signature _____

Date _____