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

Supervisor Signature \_\_\_\_\_

## STUDENT INTERNSHIP SKILLS LIST Job Title: Medical Phlebotomist

Date \_\_\_\_\_

8			
	D : <b>D: 1 1</b>		
Student Name:	Business: Biolabs, Inc.		stad halam) should ha
i ransierable Job Skills: A number of workplace skil observed and practiced at all student internship sites.			
ovservea ana practicea at all student internship sites.	Mentors will evaluate interns on trans	jerubie job s	skiiis each ierm.
•Work Habits and Attitudes •Interpersonal Effectiveness			
•Technical Skills	•Quality of Work Accomplished •Dependability & Punctuality		
•Thinking and Problem Solving Skills			
•Communication Competencies	•Appearance and Grooming		
Communication Competencies	Appearance and Grooming		
Specific Job Skills: This list is designed to help you i	earn important skills during vour interi	shin neriod	The column on the left
designate various procedures used in your internship			
	7 1 1	1	,
PROCEDURE OR SKILL		DATE DATE	
	OBS	SERVED	PARTICIPATED
Answer phones			
instruct phones			
Enter records into computer			
E'1			
File records			
Credit files /billings			
Credit mes/binings			
Medicare billings			
<del></del>			
Copy Medicare records			
1 0			
Draw blood			
Down toots thousand marchines			
Run tests through machines			
Work on samples and tests; learn what they are			
Test results			
test requests and send outs			
test requests and send outs			
Run routes			
XX 1 44 1 4			
Work with doctors			