

Genetic Counseling Assistant

Experience and Education

Bachelor's degree in science or health-related field.

Job Duties

- Performs chart preparation prior to clinic.
- Collects and records patients' personal and family histories for review by clinician.
- Completes paper and/or electronic test requisition forms for genetic tests ordered.
- Escorts patients to and from clinic and/or laboratory as needed.
- Packages genetic testing samples and coordinate shipping of samples to testing laboratories.
- Tracks status of all genetic tests ordered including communication with laboratories and insurance companies to assist clinician in obtaining genetic testing coverage and results.
- Reviews negative genetic testing results with clinician; upon approval of clinician, disclose results to patients and document per clinic protocol.
- Assists with data collection and tracking for clinical and research purposes.
- Performs other duties as assigned.