



JOB DESCRIPTION

DEPARTMENT: Ancillary Staff

SUPERVISOR: Chief Nursing Officer

POSITION: Courier

Description

SHIFT: Varied, does include weekend and on call

SCHEDULE: Part-Time

We are seeking a medical courier with excellent organizational and administrative skills to join our growing team of medical professionals. Medical couriers are expected to have excellent communication and interpersonal skills. To ensure success, medical couriers should be reliable and professional with outstanding routing and directional skills and a passion for delivering critical medical items punctually and safely. Top candidates will possess effective record-keeping skills and work comfortably under tight deadlines to ensure the safe and efficient transportation of medical items.

MEDICAL COURIER REQUIREMENTS:

- Bachelor's degree preferred
- Current HIPAA certification
- Valid driver's license and clean driving record
- Two years of experience as a medical courier
- Good working knowledge of medical terminology, HIPAA regulations, ICD and CPT coding
- Innovative thinker with strong conceptual and problem-solving skills
- Meticulous attention to detail with the ability to multi-task
- Strong organizational, administrative, and planning skills
- Ability to work under pressure and react effectively to urgent situations
- Ability to work independently and as part of a team
- Excellent communication skills
- Ability to work unsupervised with emphasis on punctuality
- Passionate about healthcare efficiency

Our Purpose and Values

Everything we do is about caring for our patients, our members, our Bucktail Medical Center family, and our community.

Kindness: We strive to treat everyone as we would hope to be treated ourselves.

Excellence: We treasure colleagues who humbly strive for excellence.

Learning: We share our knowledge with the best and brightest to better prepare the caregivers for tomorrow.

Innovation: We constantly seek new and better ways to care for our patients, our members, our community, and the nation.

Safety: We provide a safe environment for our patients and members and the Bucktail Medical Center family.

PHYSICAL DEMANDS

- Ability to move freely (standing, stooping, walking, bending, pushing, and pulling) along with lifting to a maximum of twenty-five (25) pounds without assistance

RESPONSIBILITIES

- Receiving medical items and understanding instructions from the healthcare facility.
- Ensuring medical items are securely stored in the delivery vehicle.
- Ensuring the documentation corresponds with each item.
- Ensuring all documentation is credible and accurate.
- Mapping out a route to the destination, considering traffic patterns and mileage.
- Ensuring punctual collection and delivery of medical items to and from the healthcare facility.
- Ensuring recipients sign delivery receipts and designations are verified.
- Ensuring the safety of each item delivered.
- Logging mileage and maintenance information in the company logbook.
- Accurately counting and taking inventory of medical items to be collected or delivered.
- Performing all duties within HIPAA regulations.
- Complete all other responsibilities and duties as requested by the Administration of Bucktail Medical Center