

Job Description- Medical Courier

Medical Couriers should be reliable and professional with outstanding routing and directional skills, and a passion for delivering critical medical items punctually. Top candidates will possess effective record keeping skills and work comfortably under tight deadlines to ensure the safe and efficient transportation of medical items. Reports to Logistics Coordinator.

Medical Courier Responsibilities:

- Accept assignment from Logistics Coordinator.
- Map out route to destination, considering traffic and mileage. Arrive at location on agreed upon time. Notify Logistic Coordinator of any issues.
- Receive medical item and take inventory of medical items to be collected & delivered to lab
- Ensure that the documentation corresponds to each item.
- Ensure that medical item/s are securely stored in the proper cooler and delivery vehicle.
- Ensure the punctual and safe delivery of medical items from healthcare facility to lab.
- Log mileage, hours and other information as required on company log.
- Perform all duties within HIPAA regulations.

Medical Courier Qualifications:

- Valid driver's license and clean driving record
- HIPAA training
- Ability to follow instructions from Logistics Coordinator.
- Ability to work under pressure and react effectively to urgent and changing situations.
- Ability to work independently and as part of a team.
- Ability to work unsupervised with emphasis on punctuality and courtesy.

Dress Code:

- Name Tag
- Casual slacks with PHS polo shirt, other polo shirt, or collared shirt
- Clean, closed toe shoes or tennis shoes
- NO jeans, shorts, flip flops, T shirts, hats or dirty or torn clothing