



Ziks Home Healthcare Services
1130 West Third Street
Dayton, Ohio 45417
PH: 937- 225-9350
Fax: 937 – 225-9354

Medical Courier / Delivery

We are seeking a dedicated **Medical Courier** who wants to be part of a company who makes a difference in patient's lives. In this position you will be responsible for making deliveries, providing services and ensuring patients and/or caregivers understand instructions for use of their medical prescriptions.

Essential Duties and Responsibilities

- *Available to drive delivery full time*
- Adheres to and implements all company policies and procedures
- Adheres to the guidelines established
- Builds relationships with patients
- Completes all necessary delivery forms and paperwork including manifests and logs, patient care instructions, route sheets, etc.
- Complies with applicable laws and regulations
- Delivers medical prescriptions as required in accordance with industry standards and applicable federal, state and local laws and regulations
- Maintains assigned company vehicle in a clean and safe working condition
- Properly cares for & uses electronic tablet that is assigned for job duties
- Reports vehicle maintenance issues
- Safeguards patient's Protected Health Information and adheres to all HIPPA privacy regulations
- Works with location personnel to coordinate deliveries