



tandem health

JOB POSTING

Patient Transporter / Courier

Job Summary:

The Patient Transporter/Courier is responsible for transporting patients to and from Tandem Health, or any other approved medical facility, as directed by supervisor. This operation is to be performed according to the State of South Carolina's driving laws and other vehicle safety requirements in order to ensure the safe and orderly transport of passengers and the maintenance of equipment.

Duties and Responsibilities:

- Transports patients to/from Tandem Health and other locations, as approved.
- Strives to improve overall patient care and satisfaction at all times, in all circumstances, and at all sites when transporting patients.
- Provides excellent customer service and serves the patients with no documented complaints.
- Provides all services related to the transportation of goods and services for Tandem Health and its affiliated off- site facilities, including, but not limited to loading and unloading laboratory specimens, pharmaceutical supplies, facility supplies, equipment/instrument supplies, interoffice mailing, and pharmaceuticals.
- Performs daily courier services, record keeping, and paperwork transactions as related to the Bank, Post-Office, Palmetto Health Tuomey, Tandem Health, and other sites as directed.
- Retrieves, as necessary, confidential files and/or medical records for delivery to off-site locations.
- Oversees vehicle maintenance and services, and other courier-related Tandem Health equipment. The Chief Executive Officer and Chief Technology and Facilities Officer is to be notified when service or repairs are necessary.
- Maintains a safe driving record and have the ability to pick-up and deliver orders, specimens, pharmaceuticals and/or other items requiring transport, in a prompt and safe manner.
- Flexes schedule and alters regular routes due to changes in schedules, when necessary, i.e. unforeseen circumstances or STAT lab orders.
- Receives and implements "Special Instructions" pertaining to proper collections and transporting of specimens, if indicated.
- Maintains mileage log, following Tandem Health guidelines.
- Assists in cross-training employees to this position, as appropriate.
- Other duties, as assigned.

Qualifications:

High School Diploma or equivalent required. Must have a minimum of seven (7) years' experience driving a similar vehicle and no moving violations within three (3) years. Current South Carolina driver's license required. Driving record must meet Tandem Health insurance standards upon employment, and continually thereafter. Must report to the Director of Case Management and Human Resources immediately following any vehicle violation. Must possess the ability to prioritize tasks and manage time efficiently, be



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flexible as to the changing needs of the center, possess excellent customer service skills, and be able to work as a team player at all times. CPR certification required.

Work Environment:

Highly stressful when dealing with the individual personalities of co-workers, patients and their families. Potential for rare exposure to blood-borne diseases (Category I). Potential for rare exposure to chemical hazards (Category B).

Physical Demands:

Must wear vehicle-approved seat belt as well as have all passengers in seat belts before vehicle is in motion to include all required Child Safety Seats and Restraints. Must be able to service the surrounding counties and maintain proper driving regulations and rules according to South Carolina and Department of Motor Vehicle state laws. Very busy atmosphere. Considerable walking, standing or sitting. Assists in lifting and moving patients as necessary. Lifts equipment/supplies up to 50 lbs occasionally, and/or up to 20 lbs frequently. Considerable reaching, stooping, bending, kneeling and crouching.

How to Apply:

If you are interested in applying, please download and print an application from our website: www.tandemhealthsc.org. Return your completed application to:

Tandem Health
Attn: Human Resources
550 S. Pike West
Sumter, SC 29150