



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186**

**Telephone: 715-638-5100  
Administration Fax: 715-634-6107  
Medical Records Fax: 715-634-2740**

**Position:** Medical Transportation Specialist

**Location:** Lac Courte Oreilles Community Health Center

**Hours:** Monday-Friday 8:00am-4:30pm Full-time or as assigned

**Salary Range:** \$10.00-\$13.00 per hour

**Posting Date:** February 6, 2019

**Closing Date:** February 20, 2019

**Description of Position:**

The Medical Transportation Specialist will assist in the transportation of referred patients safely to and from appointments with the Lac Courte Oreilles Community Health Center and to outside Diagnostic and Specialty care not available at the Lac Courte Oreilles Community Health Center.

**Qualifications:**

- High School Diploma or Equivalency Required
- Mantoux TB test current
- Completed Hepatitis B series
- Must be able to pass a background check
- Be able to lift 25 pounds
- Valid WI Driver's License Required
- Valid Vehicle Insurance with required coverage per Tribal Policies
- Must have and maintain a clear driving record
- Must be able to pass pre-employment drug screen and random drug screen throughout employment.
- Obtain and maintain CPR training certification.
- Ability to become CCS Certified
- Knowledge of basic computer skills required. Knowledge in working with an Electronic Medical Record preferred.

- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations directing patients to the appropriate source for release of Protected Health Information.

**Major Duties and Responsibilities:**

1. To have good time management and organizational skills.
2. Communicate clearly and interact well with patients/clients.
3. To transport patients to and from their appointments in a safe and timely manner.
4. Ensure the safety of patients at all times when transporting to appointments.
5. Promote LCO-CHC health topics and services available and upcoming LCO-CHC events.
6. Participate in Quality Improvement efforts.
7. Complete MTM referrals on those with MA/MC, with assistance by reception for portal verification (name, DOB).
8. Meet the qualifications of the Comprehensive Community Services training program.
9. Conduct CCS billing and progress notes as defined by the LCO CCS Program and DHS 36 in a timely manner.
10. Help in maintaining transportation vehicle to insure it is in good working order, clean at all times, and inform the Medical Transportation Supervisor of any concerns for safety purposes.
11. Maintains records and documentation of safety by following policy and procedures of the LCO-CHC.
12. Document completely on transportation intake form for each call/or request with time, date, and signature.
13. Submit all gas/maintenance receipts to supervisor and continuously submit odometer reading for each at the end of day for each transportation appointment.
14. Ensure the transportation vehicles are fully fueled at the end of the day so that they are ready for the next morning.
15. Report to the supervisor any damage, issues, or concerns related to the vehicles.
16. Maintains compliance with all LCO-CHC policies and procedures.
17. Ensure those that are scheduled for transport are called to confirm pickup service time and services are still needed.
18. Report to the PRC department if a patient cancels or reschedules their appointment.
19. Must be able to pass training on all lift van operations within the first 30days of employment.
20. Complete daily vehicle inspections on the medical transportation vehicles and turn the daily log into the transportation supervisor office mail box on that vehicle daily.
21. Complete Peer Specialist training through our CCS Program prior to transporting patients for care.
22. Ability to prioritize assignments and daily job duties.
23. Ability to work independently.
24. Responsible for reporting Adverse Incidents.
25. Participate on the Incident Command Team as assigned by management.
26. Any other duties assigned by Medical Transportation Supervisor.

**Supervision and Guidance:**

The Medical Transportation Driver will work under the direct supervision of the Medical Transportation Supervisor with oversight by the Community Health Director.

**\*Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) letters of recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

01/22/2016

10/26/2017

02/05/2019