



Title: Laboratory Courier

Position Summary: Responsible for picking up specimens of different temperatures and transporting them to the laboratory facility for testing. Delivery of supplies and lab results as required on an assigned route. Energetic and highly motivated professional with extensive experience of safely transporting medical supplies, specimens, and test results to and from medical facilities. High attention to detail with a great focus on timely deliveries and knowledge of both local streets and interstate highways.

Job Specific Duties and Responsibilities:

- Picks up specimens, supplies, reports and other documents from the laboratory or off-site locations as assigned and promptly delivers to designated location.
- Navigates region served, including general and specific routes established for routine and urgent transport.
- Take supplies and delivery instructions from the facility and ensure that it is well understood
- Check the laboratory requisitions to ensure documents are provided, scanning forms when needed.
- Chart out the best possible route to the destination keeping traffic and mileage in mind
- Update delivery information on the company database in a real-time manner.
- Log mileage and maintenance information in company provided logbook.
- Inspect car at the beginning and end of each route to ensure all specimens arrive at the laboratory
- Assists with maintenance of supplies.
- Prepares and submits all required documentation.
- Assures courier vehicles are in good working order, assures timely deliveries, and maintains adequate supplies of laboratory materials.

Licenses/Certifications/Registration:

- **Required Credential(s):**
 - Driver's License credentialed from the Michigan Department of Motor Vehicles.

Education:

- Diploma
 - High school diploma or GED required

Qualifications:

Knowledge, Skills, and Abilities:

- Excellent interpersonal skills, both verbal and written.
- Basic knowledge of the laboratory industry and basic operations.
- Strong organizational skills.
- Requires valid driver license with travel across the state of Michigan. Failure to maintain valid driver license and vehicle registration will result in immediate termination.

Expected Use and Disclosure of Protected Health Information:

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

Approvals:

Vice President, Operations

Date

Employee Signature

Date

*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.