

## Team Openings

### **Patient Care Coordinator/Support**

Home Care Medical seeks an enthusiastic dedicated professional with excellent customer service skills to join our team. Responsibilities include: taking enteral orders, handling customer inquiries, and clerical support. Knowledge of medical products and previous customer service experience required. Strong communication skills, excellent organizational skills and a positive attitude are essential.

Our company offers a competitive salary and an excellent benefit package. Please mail/e-mail or fax resume to:

Home Care Medical, Inc.  
Attn: Human Resources  
5665 South Westridge #100  
New Berlin, WI 53151-7950  
Fax (262) 957-5200  
Email: [hr@hcmedical.com](mailto:hr@hcmedical.com)

### **Accounting/Cash Receipts Analyst**

Home Care Medical, Inc., one of Wisconsin's largest providers of home medical equipment and supplies has an opening in for a Financial Analyst. This is a great opportunity for someone who wishes to be an integral part of our Finance department

Reporting to the Manager of Finance, the team member in this position will be responsible for a variety of cash receipts functions. Primary duties include:

- Process, reconcile, prepare and deposit at bank, the cash received from over-the-counter transactions at our retail store, route deliveries, and lockbox deposit receipts
- Prepare journal entries to record vendor payments automatically debited from bank account.
- Prepare monthly bank account reconciliations and process all general ledger journal entries that reconcile general ledger and bank statement activity.
- Track and prepare journal entries to record miscellaneous cash not applied in Accounts Receivable system.
- Maintain and control the disbursement of patient refund checks

Qualified candidates should have either an associate degree in Accounting or equivalent work experience in an accounting environment. Other qualifications: excellent math and analytical skills, knowledge of Microsoft EXCEL and WORD required.

We offer a competitive salary and an excellent benefit package. Send resume, including salary history and current salary requirements, via mail/fax/e-mail to Human Resources at:

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## Care Coordinator

Home Care Medical is currently searching for an individual to fill a key role within our organization. We have an opening for a full-time **Patient Care Coordinator** to represent Home Care Medical while on-site at a premier, owner hospital. This position is responsible for assisting and coordinating hospital discharge referrals for IV therapies, durable medical equipment and supplies. This position will also serve as a back-up to other Patient Care Coordinators within the organization as well as in Client Services.

Ideal candidates will have previous health care experience, strong customer service experience/skills and reimbursement awareness. Further, the ability to respond quickly to referral requests, triage discharge needs and be sensitive to owner expectations is strongly desired. Professional licensure is desired as are strong computer skills, medical equipment knowledge and terminology.

This position offers a competitive salary commensurate with experience and background. Parking is paid on-site at hospital. Please fax, mail or e-mail, your resume to:

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## Personal Care Consultant

Do you enjoy helping people? If you have outstanding customer service skills and retail sales experience this could be the job opportunity looking for. Responsibilities include: answering inquiries and assisting customers in the selection of Home Medical Equipment and supplies.

An ideal candidate will possess knowledge of HME products and services or other health care related work experience. Previous retail/sales experience required. Excellent communication and organizational skills are essential. We offer a competitive wage and an excellent benefit package. Please mail/e-mail or fax resume to:

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## Respiratory & DME Intake Specialists

We are seeking enthusiastic dedicated individuals with excellent customer service skills to join our team! Duties include: taking phone orders, handling customer inquiries, and arranging delivery of HME/supplies. Knowledge of medical products and previous customer service experience required. Strong communication skills, experience and a positive attitude are essential.

Our company offers a competitive salary and an excellent benefit package. Please fax, mail or e-mail, your resume to:

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### **Manager, Service & Repair**

Home Care Medical a premier Home Medical Equipment and Service provider is looking to recruit an experienced and ambitious Service & Repair Manager. This position is responsible for supervising and overseeing the staff and daily functions of the Service and Repair department. Duties include: monitoring the repair, maintenance and cleaning of all home medical equipment, provided by the company or customer owned, answering customer inquiries, trouble shooting problems, inventory control and tracking of equipment.

Associate Degree in Electronics or relevant job experience, such as two-four years of Home Medical Equipment service/repair experience. Previous management experience required. Familiar with Joint Commission compliance standards a plus. CRC Bronze Level certification a definite plus. Good communication and organizational skills are essential.

We offer a competitive pay and have an excellent benefit package. Submit your salary history and desired salary requirements along with your resume to:

Home Care Medical, Inc.  
Attn: HR - Claudia Dropik  
5665 South Westridge #100  
New Berlin, WI 53151-7950  
Fax (262) 957-5200  
Email: [hr@hcmedical.com](mailto:hr@hcmedical.com)

### **Administrative Assistant/Receptionist (Part-time) No current opening**

Home Care Medical, a leading durable medical equipment company, is looking to recruit an enthusiastic, dedicated person to join our team. We have a part-time opening, 12:00 p.m. - 5:00 p.m., Monday thru Friday. One Saturday morning per month is required (8:00 a.m. - 12:00 responsibilities include, clerical support to the administration department, switchboard coverage, mail distribution and other general office. An ideal candidate will possess the following: strong communication skills, professional attitude, the ability to multi-task successfully and Microsoft Word and Excel. Previous reception or switchboard experience desired but willing to train the right candidate.

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### **Prescription Specialist II No current opening**

This position assumes the complete responsibility for maintaining our client's Certificates of Medical Necessity (CMN's) and clerical duties. Good communications skills are essential along with the ability to work independently. Previous experience with processing CMN's preferred. Knowledge of ICD 9 coding, medical terminology or insurance verification desired. Previous work in a health care environment.

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**Medicare Billing/Collections Specialist**  
**No current opening**

We are looking for an experienced team player to join our Medicare department. We have a fast paced fun work environment where efforts and new ideas welcomed. The position is responsible for the billing/collections and follow-up of all Medicare insurance accounts.

Previous work in Medicare billing or collections experience is required. Knowledge of HCPC and ICD-9 codes a plus.

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**Private Pay Specialist**  
**No current opening**

We are looking for an experienced team player to join our collections department. We have a fast paced fun work environment where efforts and new ideas welcomed. The position is responsible for the collections and maintenance of all private pay accounts.

Previous work in healthcare collections is required. Knowledge of HCPC and ICD-9 codes a plus.

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**Respiratory Therapist On-Call**  
**No current opening**

Do you want to make extra money without committing to a full time job? Consider using your Respiratory Therapy skills and experience in a different capacity. Do you like to help people and would enjoy providing service to them in their homes and answering patients inquires and calls? If you answered YES to any of these questions, we have an employment opportunity just for you. We need a Respiratory Therapist to work after normal 1st shift business hours M-F and on week-ends.

In this position an On-Call Respiratory Therapist will be responsible for emergency ventilator management, CPAP/BIPAP set-ups, and other respiratory set-ups.

An ideal candidate will have excellent communication and customer services skills. The ability to work independently is essential. Previous work in a home care setting is a plus. Respiratory Therapist licensure in Wisconsin required. Valid Wisconsin driver's license and an acceptable driving record. Our company offers a competitive salary and an excellent benefit package. Please fax, mail or e-mail, your resume to:

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**Lead Insurance Verification**  
**No current opening**

Home Care Medical, seeks an enthusiastic, dedicated individual to join our client accounts team. An ideal candidate for this position will have a previous Medical and Insurance experience. This position is responsible for the verification of Insurance coverage (Medicare, Medicaid, and Commercial), obtaining initial authorizations, and entering notes in computer system.

This position requires a person who is a self starter, dependable, motivated, and able to multi-task. This is a very fast paced and time sensitive position requiring the candidate to be able to think on their feet.

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**Respiratory Therapist**  
**No Current Opening**

Home Care Medical a premier home medical equipment company seeks an enthusiastic, dedicated professional to join our team. If you are looking for a change in your current job profession as a Respiratory Therapist or EMT, this may be the employment opportunity you are looking for. Responsibilities include: performing in home respiratory equipment set-up, education, follow-up and participation in limited on-call rotation. Training is provided if you meet the requirements below.

Skills/ Requirements: An ideal candidate must be licensed/certified in one of the following: RRT/CRRT, or EMT, is CPR certified and have a valid WI driver's license. Good communication and customer service skills are essential along with the ability to work independently.

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**Patient Care Consultant/Part-time (RN)**  
**No Current Opening**

Are you looking for a change and a new way to utilize your nursing skills? Home Care Medical seeks an enthusiastic, dedicated professional to join our team. This great job opportunity may be just what you are looking for. We have an excellent work environment and a winning team of nurses and pharmacy staff. Responsibilities include referral intake, care coordination and client education.

Previous enteral, IV or home care experience preferred. RN licensure in Wisconsin. Strong communication skills and a positive attitude are essential.

Our company offers a competitive salary and an excellent benefit package. Please fax, mail or e-mail, your resume to:

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**Rehabilitation Specialist/ATS  
No Current Opening**

Home Care Medical, is seeking an enthusiastic, dedicated person to join our team. Consider using your physical therapy skills in the challenging rewarding role of a Rehabilitation Specialist. In this position you would assume the responsibility to evaluate patients for the proper fitting wheelchairs and seating systems.

Previous work in the healthcare industry, knowledge of HME products and relevant work experience required. You must be an ATS that is NRRTS certified.

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**Home Care Technician / Delivery Driver  
No Current Opening**

Do you enjoy helping people? If you have exceptional customer service and communication skills and would like to work for a premier medical company, come join our team! Responsibilities include working directly with our patients as you delivery and set-up equipment and provide its use.

Previous work experience in a health care environment or route delivery desired. An acceptable driving record and a CDL license are required, be willing to obtain one within 90 days of employment.

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**Receiving Specialist  
No Current Opening**

If you want to work for one of the best Home Care Companies, come join our team. We are seeking a motivated and detail oriented team player. An ideal candidate will have the ability to multi-task and prioritize successfully. Previous receiving or warehousing work is required

This position assumes responsibility for receiving and stocking merchandise, serializing incoming equipment, miscellaneous warehouse operations and assisting with inventory control.

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**Manager, Logistics  
No Current Openings**

Home Care Medical Inc., a leading Home Medical Equipment and Service provider has a challenging, fast paced opportunity for an energetic, customer focused individual. Serving as the Manager of Logistics, this position is responsible for overseeing the procurement, distribution, home medical equipment.

A qualified candidate should have a BS degree and related management experience, preferably within a health care environment.

Our professional work environment, competitive salary and benefit packages are factors that differentiate this position and make it a perfect opportunity for the right individual. Please fax, mail or e-mail, your resume to:

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**Service and Repair Rehab Technician  
No Current Openings**

The Service and Repair Rehab Technician performs the assembly, repair and maintenance of all mobility equipment, provided by the company: medical equipment, rehab equipment, and maintaining appropriate documentation. This service or repair could be for equipment to be delivered compliance with specific medical requirements, modifications to existing customer equipment, repair of damaged or malfunctioning customer routine service required by the manufacturer.

High School diploma or equivalent required. One year experience with repairs and electronics. A good driving record is required. Associate Electronics or equivalent training such as two plus years of HME/rehab repair experience. CRC Gold Level certification a plus.

Our company offers a competitive salary and an excellent benefit package. Please fax, mail or e-mail, your resume to:

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**Sales and Marketing Product Specialist  
No Current Openings**

We are looking for a motivated, self-starter to join our team. Responsibilities include managing product lifecycle, identifying new product research on product trends and pre-launch and launch of new products using HCM's New Product Analysis process. Expertise in conducting consumer-based quantitative and qualitative research. Strong organizational skills and the ability to communicate individuals at all levels. Accountable, outcome oriented and able to overcome obstacles while working in and supporting a team environment. successfully manage multiple and often competing projects. Computer skills in Word, Excel and Power Point.

We require a bachelor's degree in area of specialty and at least 2-4 years of experience in the health care field or in a related area.

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**Service Center Administrative Assistant**  
**No current opening**

The Service Center Administrative Assistant has the primary responsibility of providing administrative support to the Service Manager and Technicians. This person maintains the daily administrative operations at that facility including: coordinating repair part orders, interfacing/with manufacturers/clients, assisting in data compilation/analysis for recalls/special projects, tracking customer equipment repair status/follow and coordinating preventative maintenance schedules for client equipment and entering service notes into the appropriate applicable software.

An ideal candidate needs to possess skills in computer word processing/spread sheet, development/analysis, data base management, typing secondary responsibility and to provide back-up a candidate would need to learn how to do minor technical repairs and equipment functional needed.

One year of customer service administrative support experience preferred. Intermediate to expert proficiency level in Microsoft office programs (Word and Excel). Experience in a Home Medical Equipment (HME) environment preferred. Experience or willingness to learn minor/basic repair and equipment check functions.

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**Billing/Medicaid**  
**No current opening**

Home Care Medical is a premier home medical equipment company that has been in business 34 years. We have a fast paced fun work environment efforts are rewarded and new ideas welcomed. We are looking for an experienced team player to join our government collections department. responsible for the collections and maintenance of all Medicaid accounts.

Previous Medicaid experience required and knowledge of HCPC.

Our company offers a competitive salary and an excellent benefit package. Please fax, mail or e-mail, your resume to:

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**Administrative Assistant**  
**No current Opening**

We are looking to recruit an enthusiastic, dedicated person to join our team.

Administrative duties include: Providing support to various offices at our company. This position is responsible for general paperwork processing, filing duties, and providing assistance to management. This person needs to possess skills in computer word processing, data base management, collating and mailing. Reception duties include daily back-up for our receptionist and switchboard operation, welcoming guests and general clerical duties.

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**Service & Repair Home Medical Equipment  
No Current Opening**

The Service & Repair Technician performs repair and maintenance of all non Rehab related equipment provided by the company: home medical equipment, respiratory equipment and maintaining appropriate documentation. This service or repair could be for equipment to be delivered in compliance with medical requirements, modifications to existing customer equipment, repair of damaged or malfunctioning customer equipment, or routine service by the manufacturer.

High School diploma or equivalent required. Two year's of experience with repairing electronics; preferably in a healthcare environment.

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**Receptionist/Administrative Assistant  
No Current Opening**

Home Care Medical, a leading home medical equipment and service company, is looking to recruit an enthusiastic, dedicated person to join our team, duties include: daily switchboard operation, welcoming guests and general clerical duties. This position is part-time Monday-Friday 8:00-1:00p.m. or noon-5:00 p.m. Participation in switchboard coverage every 4<sup>th</sup> or 5<sup>th</sup> Saturday morning is required.

An ideal candidate will possess the following: strong communication skills, professional attitude and the ability to multi-task successfully. receptionist/switchboard experience is required.

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**Manager, Information Technology Services  
No Current Opening**

We are looking for a dedicated and knowledgeable technology savvy person to head our Information Technology department. The Manager of IT Services is responsible for all aspects of information technology, hardware and software. This includes the mainframe system, internal network, telephone system and connections to external sites and operations. Additional responsibilities include systems' maintenance, long-term IT planning, disaster recovery planning, IT budgeting and at-large staff training. The Manager also organizes and supervises the efforts of the IT staff ensuring they meet the goals of the department and company. All responsibilities are performed in accordance with established HIPAA and Joint Commission standards.

A qualified candidate will have a Bachelors degree in Computer Science and several years on the job experience and CNE or MSE certification. The system is a complex computing environment consisting of Netware/Windows/Unix platforms. As a result, the ideal candidate must possess in depth experience in Novell Netware 6.5, GroupWise 6.5, and UNIX. Strong SQL 2000 skills are required as well as the ability to do a certain amount of scripting. Knowledge of Iwatsu PBX preferred. Medical billing and distribution experience is a plus. Knowledge of system security compliance as it relates to HIPAA regulations required. This position consists of 3 direct reports. The company has multiple locations. As a result, this position would require router operation and configuration knowledge.

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**Client Services Support/Fax Attendant  
No Current Opening**

We are looking for a candidate who has excellent customer service skills. Duties include: attending to faxed orders, assisting in consignment and automatic oxygen orders, and backup support to Client Services. Knowledge of medical terminology and previous customer service experience preferred.

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**Commercial Collections Insurance Specialist  
No Current Openings**

We are looking for an experienced team player to join our collections department. We have a fast paced fun work environment where efforts and new ideas welcomed. The position is responsible for the collections and maintenance of all commercial insurance accounts.

Previous work in healthcare collections is required. Knowledge of HCPC and ICD-9 codes a plus.

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