

## Job Requirements

### Customer Service Representative:

- High school diploma or equivalent
- Effective interpersonal, time management and organizational skills
- Strong communication skills in speaking and writing
- Organizational skills sufficient to maintain consistently accurate records
- Ability to recognize and direct information to the appropriate health care provider
- Computer skills that include word processing and efficient use of the internet and e-mail
- Insurance reimbursement knowledge and health insurance billing experience
- One year of experience in HME Customer Service

### Billing Clerk

- Effective interpersonal, time management and organizational skills
- High school graduate
- Computer experience to include billing software
- One year experience in HME billing

### Sales and Marketing Representative

- High school diploma or equivalent (Associate's degree in marketing preferred).
- Effective interpersonal, time management and organizational skills
- Two years of experience in HME or home health industry (HME sales and marketing experience preferred).
- Knowledgeable of third party payer policies
- Computer skills that include word processing and efficient use of the internet and e-mail

### Respiratory Care Supervisor

- Ability to organize and plan the activities of subordinates and to delegate appropriately
- Certified and/or Registered by the National Board of Respiratory Care and licensed by the State
- Graduate of an accredited Respiratory Care Program
- High school diploma or equivalent
- Two years of respiratory homecare experience
- Valid driver's license and clean driving record for the past three years

### Respiratory Care Practitioner

- Valid driver's license and clean driving record for the past three years
- High school diploma or equivalent
- Effective interpersonal, time management and organizational skills
- Graduate of an accredited Respiratory Care Program
- Certified and/or Registered by the National Board for Respiratory Care
- Licensed by the State
- One year of home medical equipment experience preferred

### HME Technician

- High school diploma or equivalent
- Valid driver's license and clean driving record for the past three years
- Effective interpersonal, time management and organizational skills
- One year of home medical equipment experience preferred