

# Enos Home Medical is **HIRING** for multiple positions

Enos Home Oxygen Therapy is currently seeking a **full-time Customer Service Representative** .

After a 90 day, probationary period we offer the following benefits:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401K Plan
- Paid Time Off

Responsibilities and Duties:

- o Answers incoming phone calls (within a minimum of 3 rings) in a pleasant and professional manner- takes customer orders.
- o Maintains open communication with patients/clients and referral sources.
- o Responds to patient/client questions and problems.
- o Services walk-in customers.
- o Assists in preparing driver routes, logs route changes, and driver communication on route sheets as they occur.
- o Sets up new patient/client files.
- o Verifies private insurance, Medicare, Medicaid coverage.
- o Keys direct sales invoices into the computer
- o Pulls and keys orders into the computer.
- o Prepares invoices for the following day's route deliveries.
- o Maintains rental files by verifying customer is still using equipment verifying Medicaid coverage each month and following up on Medicaid Pending patients
- o Types follow-up referral letters.
- o Complete incoming fax and mail orders in a timely manner
- o Performs other duties as requested.

Qualifications:

Education:

- o Graduate of an accredited high school.

Experience/Knowledge:

- o Previous data entry experience.
- o Typing and 10-key skills.
- o Excellent organizational and communication skills (verbal and written).
- o Excellent interpersonal and teamwork skills.
- o Ability to work well under pressure
- o Ability to maintain confidentiality and resolve conflict effectively and professionally.
- o Ability to multi-task, pay attention to detail, and excellent time management skills

**Interested candidates can apply via email by sending your resume to [employment@enoshomemedical.com](mailto:employment@enoshomemedical.com)**

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## **CLEANING/WAREHOUSE TECHNICIAN**

### Responsibilities and Duties

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- o Ensures all equipment is properly cleaned and in suitable condition to go to re-used.
- o Cleans and performs inspection for incoming equipment
- o Repairs and maintains rental wheelchairs in a timely manner.
- o Repairs and maintains wheelchairs through special contracts with the company
- o Repairs and maintains powered air mattresses and other general DME equipment.
- o Assembles purchased specialty wheelchairs.
- o Troubleshoots and repairs full, semi-electric, and manual hospital beds.
- o Maintains an adequate and appropriate supply of repair parts.
- o Documents all repair work.
- o Keeps all documentation in neat and current files.

- o Unloads trucks
- o Demonstrates sincerity and patience when dealing with patients/clients
- o Assists Driver/Technicians in the assembly of new DME for delivery, as needed
- o Delivers DME and liquid or compressed gaseous oxygen, as needed
- o Maintains a neat and orderly work area
- o Markets the company in a positive and professional manner at all times
- o All other duties as assigned

**Qualifications:**

Education: Graduate from an accredited high school.

Experience/Knowledge:

- o Good organizational skills.
- o Responsible and cooperative attitude.
- o Neat and clean personal appearance.

**Physical Requirement:**

- o In an 8 hour day the employee lifts/carries 100 lbs. frequently.
- o In an 8 hour day the employee stands/walks 8 hours.

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Enos Home Oxygen & Medical Supply, Inc. is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law.