

THE ORTHOPEDIC INSTITUTE OF PENNSYLVANIA

family of care



Job Title: DME Program Coordinator

Date Created:

Reports To: Business Office Manager

Last Revision: 08/09/2017

Department: Administration

FLSA: Non-Exempt

GENERAL SUMMARY OF DUTIES: The position is responsible for the development and continuous growth of the DME program

ESSENTIAL FUNCTIONS

- Inventory Management
- Education of Physician, PA, DME, Clinical, Billing, and Precert Staff/Departments on products, compliance, and process changes
- Process development
- Compliance with insurance regulations including but not limited to chart audits
- Liaison between providers and other departments and the services offered
- Financial Analysis of the Program including but not limited to evaluation of denials, review of A/R, increasing revenue while decreasing the cost

EDUCATION

Bachelor's Degree or equivalent experience

EXPERIENCE

Minimum of five years progressively responsible experience; must have a valid driver's license

KNOWLEDGE

- Knowledge of Durable Medical Equipment products commonly utilized in an Orthopedic Practice
- Insurance Guidelines
- Coding and Billing regulations and requirements

SKILLS

- Excellent oral and written communication
- Excellent analytical and problem solving skills
- Skill in gathering/analyzing objective and subjective data

ABILITIES

- Ability to compile and analyze statistics to be used for management decisions
- Ability to communicate effectively in written and verbal form.
- Ability to drive a motor vehicle

ENVIRONMENTAL/WORKING CONDITIONS

Work is performed in an office environment. Position involves frequent contact with staff. This position does require some travel.

PHYSICAL/MENTAL DEMANDS

Work requires hand dexterity, stooping, bending, mobility to complete errands and sitting. Employee must possess visual and auditory acuity in order to communicate with physicians, co-workers, patients and other customer groups. There is possible exposure to communicable diseases and body fluids. Employee must be able to lift up to 25 lbs.

Employee Print

Date

Employee Signature

Date