

Type: Full Time

Employer: Carolina Orthopaedic and Neurosurgical Associates

Location: Greenville, SC

Preferred Education: Bachelors (Associates considered)

Job Description/Employer Information: Durable Medical Equipment (DME) Coordinator is responsible for providing superior customer service and onsite coordination of DME products. The DME Coordinator will perform work related to pre-certification and fitting of DME as well as activities related to the shipping, receiving, and processing of DME. The DME Coordinator will also be responsible for providing proper fitting and education of DME products to patients and obtain necessary paperwork to facilitate proper billing. DME Coordinator will work along with the DME Manager and Clinical Director to be a resource for DME products at Carolina Orthopaedic and Neurosurgical Associates. Job Duties * Provide education to patients regarding the application, use, care, and expected outcome for orthopedic durable medical equipment products as indicated by physician instructions and manufacturer recommendations. * Educate patients on insurance plans and provisions, financial responsibility, and collection of patient portion. * Coordinate DME needed for surgery with the surgery schedulers and fit in the clinic. * Insure that all necessary documentation is obtained as it is related to payer requirements and standard operating procedures. * Perform charge entry for billing office. * Perform patient / customer scheduling, education, order processing, delivery, and courtesy call back. * Actively promote and foster good relations interdependently and with physician's, clinical personnel, external case managers, payers, and suppliers. * Track, maintain, and order DME products as required. * Comply with all elements of HIPAA, Medicare, Medicaid, and other required programs. * Other duties to assist in the DME Department and practice as assigned. Education and Experience Requirements * Bachelor's or Associates degree in health related field preferred. * Minimum of 2 years of clinical experience required. * Prior working experience in DME fitting preferred. * Certified Athletic Trainer or Orthotic certification preferred

- **Requirements:** DME fitting: 1 year (Preferred)
- clinical: 2 years
- (Certified Athletic Trainer or Orthotic Certification (Preferred)Preferred)

Send cover letter, resume, and reference list to:

Whitney Baughman, DME Manager

wbaughman@carolinaona.com