

DME (Podiatry Durable Medical Equipment) Coordinator

Job Type: Full-time

Location: Currently, Alton. A different clinic can be discussed if workspace is available.

Days: Monday-Friday. No Weekends.

Hours: 8:30am-5pm, 30min lunch

Position Overview: Durable Medical Equipment (DME) Coordinator is responsible for timely and accurate communication with insurance companies, patients and staff regarding DME prescribed by the DPM.

Essential Job Functions

- Contact insurance companies to confirm DME benefits within 3 business days of receiving DME check
- Use most efficient manner available to obtain DME benefits: phone or portal
- Communicate with patient regarding coverage and patient responsibility
- Document in the EMR all contact regarding DME
- Maintain internal document for DME Check form
- Electronically communicate patient information to insurance companies
- Schedule patients for a DME item within the EMR
- Reviewing the DME schedule for all proper documents, authorizations and DME checks
- Explaining to the MA/PA and the physician why information is needed to complete any of the above
- Check Medicare Portal for Same/Similar
- Knowledgeable regarding benefit details from Insurance companies
- Knowledgeable and/or willing to learn the rules and regulations for paperwork and dispensing DME in a timely manner
- Checking chart notes for other billable diagnosis codes
- Obtain authorizations for all DME, if needed
- Maintain Excel DME tracking sheet
- Collaborate with PA, and Podiatrist to ensure excellent patient care

Job Requirements

- Organized
- Thorough knowledge of Excel
- Thorough knowledge of EMR
- Excellent follow up with patients and insurance companies
- Pleasant patient interactions. Majority will be by phone.
- Accurate keyboarding
- Knowledge of basic office equipment: fax, phone, scanner, copier

- Proficiency with dual monitors

Physical Requirements

- Sitting for extended periods of time
- May use a headset for phone calls

Education and Experience:

- High school Diploma
- Certified Medical Assistant (preferred)
- Previous management experience in a medical setting (preferred)
- Previous training experience in a medical setting (preferred)
- Previous clinical special project management (preferred)

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Vision insurance

To apply please visit Indeed to apply.

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