



<https://phoenixvirtualstaff.com.ph/job/dme-senior-coordinator/>

DME Senior Coordinator

Description

The DME (Durable Medical Equipment) Senior Coordinator is in charge of coordinating, managing, and delivering DME services to patients while maintaining compliance with healthcare standards and payer guidelines. The position requires thorough understanding of DME legislation, healthcare benefit systems, and care management. The DME Senior Coordinator collaborates with healthcare professionals, insurance companies, and patients to improve access to required equipment and services, resulting in high-quality care and service delivery.

Responsibilities

- Oversee the process of ordering, delivering, and maintaining durable medical equipment (DME) for patients, ensuring timely and accurate delivery.
- Ensure DME services meet patient needs, comply with clinical guidelines, and are in line with payer requirements.
- Serve as a point of contact for patients, providers, and insurance companies regarding DME orders, authorizations, and reimbursements.
- Ensure all DME services are compliant with CMS (Centers for Medicare & Medicaid Services), OHP (Oregon Health Plan), and other applicable federal and state regulations.
- Stay up-to-date with regulatory changes and ensure that DME processes and documentation align with these standards.
- Collaborate with care management teams to integrate DME into overall patient care plans, ensuring that equipment meets patients' clinical and functional needs.
- Provide education to patients on the use and maintenance of their DME and respond to any issues related to equipment functionality or delivery.
- Utilize electronic medical information systems to document all aspects of DME coordination, including orders, patient interactions, approvals, and service deliveries.
- Generate reports on DME utilization, compliance, and patient outcomes for internal audits and performance evaluations.
- Work closely with healthcare providers, insurance companies, and DME suppliers to coordinate and manage equipment requests.
- Address any issues related to DME orders, such as authorization denials, equipment shortages, or delivery delays, and provide resolutions in a timely

Hiring organization

Phoenix Virtual Solutions

Employment Type

Full-time

Date posted

September 17, 2024

manner.

- Maintain up-to-date knowledge of DME products, regulations, and best practices.
- Participate in training and professional development opportunities to ensure the highest level of service and compliance.
- Be open to accepting new challenges and tasks as they arise.

Qualifications

- Excellent communication and interpersonal skills.
- **A minimum of five (5) years of experience in the DME field is required.**
- **Extensive knowledge of CMS and OHP regulations related to DME.**
- Experience in care management.
- Proficiency with electronic medical information systems and documentation.
- Familiarity with health plan benefit structures and policy regarding DME services.
- **Must be certified in one of the following: CDME (Certified Durable Medical Equipment Specialist), RESNA (Rehabilitation Engineering and Assistive Technology Society of North America), ATP (Assistive Technology Professional).**
- Proficiency in navigating complex payer systems and obtaining necessary authorizations.
- Attention to detail in managing compliance with regulations and ensuring accurate documentation.
- Ability to work under pressure and still maintain accuracy