



## Job Posting

**Job Title:** Home Medical Equipment Coordinator

**Reports To:** Business Owner

**Status:** Full-Time

**Salary:** \$45,000

**Location:** Shrivvers Oxygen and Home Medical 1815 Chandlersville Road Zanesville, Ohio 43701

### **Essential Job Responsibilities:**

Develops and maintains working knowledge of current HME products and services offered and all applicable governmental regulations.

Coordinates in-service training schedule annually to meet all licensure and accreditation requirements.

Assures competencies are completed prior to staff performing tasks independently

Obtains and updates applicable data in appropriate information system(s);

Manages billing: ensures that all required documentation including, but not limited to certificates of medical necessity, and assignment of benefits required for reimbursement are procured in a timely and efficient manner

Develops and maintains working knowledge of current Medicare, Medicaid, insurance regulations, and FDA/DOT and HQAA guidelines

Prepares and maintains proper documentation for all activities in accordance with established procedures; records transactions; obtains necessary signatures from patients and providers in accordance with billing and compliance guidelines.

Participates in inventory control and ordering activities; assists in receiving and stocking inventory as necessary.

Works closely with Compliance Officer to maintain and update all manuals necessary for company operations and establishes processes to evaluate locations compliance with applicable policies and procedures

Monitor divisions Quality Improvement activities and programs.

Receives and responds to customer complaints regarding delivery problems and/or product malfunctions; makes arrangements for product replacement or repair.

Provide counseling and guidance to staff as needed.

Interviews and hires staff as needed as approved by senior management with emphasis on recruiting best-qualified candidates

Maintains a high level of satisfaction with patients, referral sources and location employees

Maintains a professional and clean working environment

Works with clinical staff to develop and maintain clinical programs

Works with sales representatives to develop and maintain key referral sources

Works with Customer Service and Delivery Team to maintain warehouse in a manner which will meet all accreditation and OSHA standards.

Other duties assigned by management.

**Education:** High School or equivalent. Associate degree preferred. Ability to dispense products to patients as determined by the healthcare provider

**Performance Requirements:**

This position will be responsible for day-to-day operation management including referral intake activities, customer support activities and billing activities. The ideal candidate will possess a strong professional history of developing and coaching a team of staff, managing change and driving efficiency in fast paced, hands on environment.

**Application Procedures:** Apply online <https://www.shriverspharmacy.com/Career-Opportunities/> or send resume to [hr@shriverspharmacy.com](mailto:hr@shriverspharmacy.com).