

Job Posting - Float PCC and Orthotic Assoc

Job Title:	Float Patient Care Coordinator and Orthotic Associate	Date to Apply:	
Department:	Corporate Clinical	Location:	Sawmill and Perimeter Locations
Days:	Monday - Friday	Hours:	Fulltime 40 hours/week. Hours may vary based on clinic schedule ranging from 7:00 am to 8:00 pm.

Position Summary: Assists physicians and staff in coordinating patient care. As Float PCC, functions as primary liaison between patients, staff, and physician. As Float Orthotic Associate, assists patients in clinic with fitting and application of various DME products or application of casts as prescribed by the physicians.

PCC Responsibilities/Accountabilities:

Clinical:

- Assist surgeon during office hours by facilitating patient flow, accompanying patients to exam/procedure rooms, assisting patients as needed with walking, transfers, dressing, specimen collection and preparing for exam.
- Providing patient education related to treatment
- Answer, triage and return phone calls
- Communicate changes to clinic schedule as needed

Patient Care:

- Remove or apply wound dressing
- Assist in the application or teaching related to bracing/casting
- Remove sutures or staples
- Draw up injections for physicians
- Electronically retrieve and or print x-ray or MRI images for physicians
- Assist patients, along with fellow staff members, with transfers or toileting needs during office visits as required

Administrative

- Obtain insurance pre-certification as needed for diagnostic procedures, treatment, medication, or surgery.
- Book surgery and complete all associated surgery paperwork, prepare consents, etc.
- Schedule pre-admission testing for patients by contacting PCP or hospital
- Assure that any special surgical instruments/devices or DME have been ordered for surgery and post op care
- Send completed pre-admission testing to appropriate surgery center prior to patient surgery
- Prepare x-rays and other patient information for doctor to take to surgery
- Complete disability forms or other documents requested by patients, reviewing with physicians as needed
- Provides coverage for vacation/sick calls for other clinicians

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- Collect data on special projects or research as requested by supervising physician
- Develop and maintain pre-op patient education program. May be class format or one-on-one incorporating printed materials, audio/visual aids, etc. to ensure patient receive and understand pre-operative instructions
- Places prescription refill orders at direction of physician

Orthotic Associate Responsibilities/Accountabilities:

- Fitting and application of various DME and orthopedic assistive devices.
- Educates patients and family members regarding application/wearing of orthotic devices and serves as a resource for patients via telephone.
- Educates patients and family members regarding billing for DME products and ensures that ABN is completed for Medicare patients.
- Works cooperatively with physicians and Patient Care Coordinators to ensure quality orthopedic care.
- Maintains inventory of DME products and orders for all vendors.
- Maintains patient care environment including receiving, storing supplies/inventory of DME; cleans and stocks exam room and storage room.
- Provides quality orthopedic care in the cast rooms for patients requiring immobilization including: applying, removing and assessing need for change of all types of orthopedic casts and immobilization devices.

Education, Experience, and Certification/Licensure Required:

- Candidates will be required to have completed an MA, LPN, or Athletic Training program.
- Certification and/or licensure related to the educational program is required.
- Previous experience with insurance pre-certification process and knowledge of coding specific to DME desired.
- Previous casting and DME fitting experience preferred.
- Prior experience in a physician office setting is essential, preferably in an orthopedic or surgical environment.
- Must maintain current CPR certification

To apply for this posting, please submit a resume to humanresources@orthopedicone.com or fax to 614-827-1035.

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