

Orthopedic DME Coordinator/AT (Full-time)
Muncie

The **Orthopedic DME Coordinator** is responsible for meeting with and providing education to post-surgical orthopedic patients in need of orthotic fittings or therapeutic equipment for recovery. Individuals in this role will interface travel to CIO surgery centers and/or the patients home on a daily basis to assist patients with proper DME usage and picking up or delivering equipment and supplied. This individual is responsible for managing and maintaining inventory for the orthopedic DME used post-surgically, interfacing with suppliers, and ensuring inventory is readily available based on scheduled surgeries and procedures. This position is responsible for maintaining and updating patient and inventory records with a high degree of accuracy in a timely and efficient manner.

Qualifications and Education Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education, Experience and Certification/License Requirements

Bachelor's degree in Athletic Training or Exercise Science required. One to two years' professional experience in a clinical setting preferred. Must possess and maintain in good standing Certification from the Board of Certification and Indiana state Athletic Training license. Must maintain current BLS/CPR and Emergency First Aid certifications. Must have and maintain a valid driver's license and reliable transportation.