

Diabetic Foot Care Program Coordinator (Full-time)

Location: Muncie

Why Join CIO?

Central Indiana Orthopedics has been proud to serve central Indiana for over 70 years. With offices in Muncie, Anderson, Marion and Fishers, CIO strives to be a trusted and preferred provider of orthopedic healthcare services for the communities we serve. Providing excellent orthopedic care while treating all people with dignity and respect is the core of who we are and what we do on a daily basis.

Employees enjoy a team environment with a focus on balancing their commitment to work life and home life. Additionally, eligible employees have access to excellent benefits which include:

- Consistent work schedules with no nights, weekends or major holidays
- Accrued paid time off
- Health, Dental and Vision insurance plans
- Company-provided life and long-term disability insurance
- A robust 401k retirement and profit sharing plan

What You Will Do?

The Diabetic Foot Care Program Coordinator is responsible for making patients feel comfortable during the visit and performing initial assessment and intake of information to determine if the patient is eligible for a medical pedicure.

Routine Foot Care

- Perform nail trimmings and sensory tests as well as examining nail and skin conditions on the feet of diabetic patients.
- Prepares patients for treatment by observing, recording, and assessing patient's condition, completing or ensuring completion of the required documentation including foot care sheet and sensory mapping sheet, noting specific conditions, and accurately entering information into the electronic patient chart.
- Maintains and prepares supplies and equipment for treatments, including sterilization and ensuring clinic area is stocked with proper equipment at all times and ordering as necessary. Ensures all DME is properly documented on fee slips as applicable.
- Updates and maintains patient records, submits required documents to medical records to be added to the patient record, completes and submits completed fee slips with a high degree of accuracy and efficiency. Maintains excellent communication and follow-up with referring physicians.
- Perform selected administrative duties specific to diabetic foot care, including but not limited to scheduling and rescheduling appointments, reviewing referral documentation, and ensuring patients have an annual evaluations by the referring CIO physician.

Diabetic Shoes/Inserts

- Work closely with corporate Podiatrist regarding prescribed shoes and inserts to ensure products are ordered, delivered and documented accurately and in a timely manner.
- Interface with external vendors to place orders and track delivery of products.

What You Will Need:

Qualifications and Education Requirements

Completion of an accredited program in nursing (Associate's or Bachelor's degree) or medical assisting (Associate's degree) required. One to two years' professional experience in a clinical setting preferred.

Certification/License Requirements

Required to maintain current CPR and Emergency First Aid certifications.

Specific licenses and/or certifications applicable may be one of the following:

- Certification from the American Association of Medical Assistants
- Possession of State Licensed Practical Nurse license (LPN)

Interested in joining our team? Please visit our [Careers portal](#) and create an account to submit your resume and information. If you have any questions, please contact hr@ciocenter.com.