



SLEEP DISORDERS CENTER OF VIRGINIA

Say Goodnight Virginia

Policies & Procedures

Job Description: DME Manager

ALL Locations

Initial Procedure Date: 07/2008

Review Date: 07/2008

Approved by: Kathe G. Henke, Ph.D.

Qualifications

- Registered Respiratory Therapist
- At least 3 years experience in home care

Duties

PAP setup

- Once PAP order is received verify insurance and obtain authorization.
- Contact patients as soon authorization obtained.
- Make every attempt to set up patient within 24 hours of receipt of order (See PAP set up protocol).
- Make sure that patients have follow ups scheduled with their sleep specialist.
- Forward billing information to billing department.

Supplies

- Order all supplies.
- Keep computerized inventory and ensure adequate inventory at all times.
- Meet with equipment reps to ensure best pricing and most current equipment.
- Clean and sanitize equipment daily.
- Put away all clean, dry equipment.

Follow ups

- Call all new set ups the morning following set up to determine if there were any problems and to address problems to ensure good trial of PAP.
- Call all new set ups again after one week on PAP.
- If patient doing well set them up on an automated equipment replacement schedule.
- If not doing well continue to address equipment needs or have patient come in for a clinic visit.
- Perform yearly CPAP clinics.
- Perform downloads as requested by sleep specialists or as indicated.

Other duties

- Develop and oversee all policies related to DME in conjunction with Laboratory Director and Clinical Coordinator.
- Assist in sleep lab as needed.
- Other duties as directed by Laboratory Director or Clinical Coordinator.