



ETHAN MARTINEZ

DME Coordinator

PROFESSIONAL SUMMARY

Detail-oriented DME Coordinator with 7 years of experience in managing durable medical equipment operations, ensuring compliance with regulations, and enhancing patient care through effective communication and coordination.

WORK EXPERIENCE

DME Coordinator Dec / 2020-Ongoing
Maple Leaf Consulting Toronto, ON

- Managed DME operations, ensuring compliance with CMS and state regulations to facilitate timely authorizations.
- Utilized coding guidelines to ensure accurate billing and reimbursement for medical equipment.
- Maintained detailed documentation of patient interactions and equipment usage for quality assurance.
- Collaborated with healthcare providers and vendors to coordinate patient care and equipment delivery.
- Identified cases for case management, enhancing patient support and resource allocation.
- Monitored quality of care issues, escalating concerns to the Quality department for resolution.
- Ensured adherence to regulatory requirements, improving operational efficiency and patient outcomes.

DME Coordinator Dec / 2017-Dec / 2020
Summit Peak Industries Denver, CO

- Coordinated delivery and setup of medical equipment, ensuring patient readiness and safety.
- Provided comprehensive training to patients and families on equipment usage and adjustments.
- Explained insurance documentation requirements, facilitating smooth claims processing.
- Managed daily logistics for equipment loading and unloading to meet patient needs.
- Arranged DME services for claimants through various workers' compensation carriers.

EDUCATION

Bachelor of Science in Health Administration Dec / 2014 - Dec / 2017
University of Southern California Portland, OR

Focused on healthcare management principles, including DME operations and patient care coordination.

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SKILLS

Patient Coordination
Regulatory Compliance
Inventory Management
Insurance Verification
Equipment Setup

INTERESTS

Knitting Scuba Diving
E-sports Reading Fiction

STRENGTHS

Respectfulness
Self-awareness Self-discipline
Sensitivity

LANGUAGES

English 80% Swahili 80% Indonesian 80%

ACHIEVEMENTS

- Streamlined DME processes, reducing delivery times by 30%.
- Achieved a 95% satisfaction rate in patient feedback surveys.