



POSITION DESCRIPTION

JOB TITLE: Sleep Center and DME Manager

EMPLOYMENT STATUS: Full Time

FSLA CLASSIFICATION: Exempt

REPORTS TO: Practice Manager

Established Respiratory practice in Northern Georgia seeking a Sleep Center Manager for its main office in Cartersville.

We are a private practice offering a friendly and supportive work environment with growth potential. Work closely with the owners. We offer professional development and are looking for qualified applicants eager to further develop their skillset while assisting us in the expansion of our sleep lab.

The Sleep Center and DME Manager will work on a fixed schedule Monday through Friday, **no weekends**. Excellent pay and company paid benefits.

JOB OVERVIEW: The Sleep Center Manager is responsible for the effective management of daily operations of the Sleep Center. This position oversees and manages all sleep laboratory testing, scoring, data, quality assurance, staffing and development programs, facility maintenance and center/laboratory accreditation status. This position also coordinates center and laboratory functions with other primary functions within the company.

The Sleep Center Manager sees patients in CPAP clinic with physician oversight for the assessment and management of CPAP in the treatment of sleep disorders.

RESPONSIBILITIES AND DUTIES:

- Testing
 - Performs weekly studies as backup to laboratory Technicians.
- Scoring
 - Oversees timely and accurate scoring of all sleep and home studies by sleep techs.
 - Checks a percentage of scored studies each week by sleep techs to ensure accurate scoring.
 - Provides additional training to the sleep techs for scoring.
 - Ensures that interscorer reliability testing is being done on a monthly basis by both manager and sleep techs.
 - Flags significantly abnormal results and reports to physician.
 - Establishes processes and ensures studies are given to physician for interpretation as well as being returned from physicians on a timely basis.
- Data Management
 - Assures study type based on lab results.
 - Tracks number of completed and partial laboratory and home-based studies.
 - Scores and uploads any research studies and maintains archival research records if applicable.
 - Repairs damaged studies.
 - Oversees all distribution, flow and archiving of laboratory/home-based data and subsequent interpretation daily, including computer backup.
 - Oversees EMR system with results of interpreted data.
 - Updates DME program with results of interpreted data.
 - Updates scheduling department with results of interpreted data.
 - Updates billing department with results of interpreted data.
 - Oversees/ensures delivery of interpreted results to referring clinicians.
 - Flags studies for case conferences.
- Quality Assurance
 - Provides feedback on study quality, adherence to protocol, policies, and patient evaluation of services, and develops quarterly report to be reviewed with Sleep director with QA report completed within 1 month of the end of the previous quarter.

- Maintains, troubleshoots, and replaces all laboratory equipment including computers, hardware, software and patient testing devices with Practice Manager/Sleep Director's approval.
- Updates and maintains Quality Manual at least annually.
- Maintains active membership in AASM to identify and implement current practice standards.
- Maintains AASM sleep lab certification.
- Updates sleep lab and tech policies per changes made by AASM standards.
- Staff Management
 - Responsible for direct supervision of direct reports.
 - Conducts interviews and works in conjunction with Practice Manager for staffing needs.
 - Produces and maintains schedule for in-lab sleep studies, CPAP Clinics, and HST Set Ups.
 - Maintains onsite employee files including CPR cards, key receipts, core competency checklists, HIPAA training certificate, Quality Manual acknowledgement.
 - Completes coaching process with Scoring Techs annually.
 - Develops training initiatives and provides CEC programs for registered techs through the AASM.
 - Oversees meetings, in-services, case conferences for all technical and sleep staff.
 - Verifies and reports all laboratory invoicing.
 - Provides physician on call schedule for staff.
 - Approves/denies requests for paid time off for sleep techs.
 - Updates Practice Manager regarding PTO.
 - Conducts employee reviews on an annual basis for employees under direct supervision and approval of review by the Practice Manager.
 - Facilitates training of mid-levels (NPs and PAs) in CPAP management of patients, fitting of CPAP masks, CPAP setups and dispensing of DME.
 - Acts as direct point of contact for all patient escalations related to sleep and DME.
- Facility Maintenance
 - Maintains facility including supplies, equipment and general appearance.
 - Oversees repair of facility.

- Identifies larger facility deficiencies to be addressed by Senior Management.
- Accreditation Standards
 - Updates and overhauls Quality Manual to reflect any policy or procedure changes or additions.
 - Oversees and implements new recording montages and scoring procedures related to current AASM guidelines.
 - Creates quarterly QA reports for laboratory functions.
 - Maintains Tech Registry CEC binder.
 - Maintains AASM laboratory certification.
- Company Communications
 - Manages night shift report review and delegation to appropriate daytime departments.
 - Attends monthly Operations meeting.
 - Reports number of completed studies to manager monthly.
 - Reports pertinent patient/tech/staff laboratory activity to Practice Manager.
- Other Functions
 - Sporadic review of testing data with patients by phone.
 - Periodic availability to consult on complex patient issues.
 - Orders and maintains appropriate levels of inventory of DME and supplies.
 - Completes monthly inventory of all DME supplies.
 - Reviews monthly financial reports to assess profitability.
 - Works directly with Practice Manager and Billing to identify areas that may need focus on collections and works with staff to participate in collections calls.
 - Reviews financial reports for trends of non-payment for specific payers related to Sleep/DME and develops plan for appeals and processes going forward to minimize denials.
 - Participates in cross-training other staff on duties related to position.
 - Engages in cross-training with other practice positions in the organization.
 - Performs other duties as assigned.
- Qualifications:
 - Current CPR certification and RPSGT registration
 - Ability to write reports, business correspondence, and procedure manuals
 - Ability to effectively present information and respond to questions from

- managers, clients, customers, and the general public
- Ability to define problems collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Educations and Experience:**
 - Bachelor's degree (B. A.) from a four-year accredited college or university
 - Minimum of two years related experience and/or training
 - AAST membership
 - RPSGT registration
 - CPR certification.
- **Work Environment and Physical Demands:**
 - Required to stand about 1/3 of the time
 - Required to walk, sit, kneel or crouch at least 1/3 of the time
 - Required to sit in front of computer terminal at least 2/3 of the time
 - Must regularly lift, carry and/or move up to 10 pounds 2/3 of the time and up to 25 pounds 1/3 of the time; and on occasion up to 50 pounds.
 - Must exhibit ability to use hands, handle or feel, reach with hands and arms, climb or balance, speak and hear.
 - Close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus are required.
 - May be exposed to chemical vapors such as acetone, ether or glutaraldehyde. There may also be skin contact with these substances.
 - May be exposed to infectious agents including blood borne pathogens.

Requirements set out above are the minimum levels of skill, knowledge and abilities to qualify for a position. Where appropriate, the Company may offer possible modifications to reasonably accommodate an individual who cannot perform the essential functions of a job, as long as that reasonable accommodation does not pose an undue hardship to the Company or pose a direct threat or significant risk to the health and safety of the employee or to others.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

We are committed to creating an inclusive environment for all employees. We are an equal opportunity employer and will make reasonable accommodations for qualified individuals.

To Apply: Email resume and contact information to: nancym@gohrp.com