

# CLINICAL DIETITIAN ACCOUNT MANAGER

Job Code: SSA014

Division: ATX

**Revised Date:** 05/05/05  
**Approved Date:** 05/20/05  
**FLSA Code:** Exempt

**Job Family:** Sales  
**Approved by:** Human Resource

**General Summary** The Clinical Dietitian is responsible for developing and maintaining relationships with outpatient dialysis centers to generate referral of patients needing IDPN, IPN and other therapies (as directed) to achieve objectives established by the company. This individual is responsible to perform clinical assessment and patient monitoring for referred patients and for referral coordination activities between referral intake, reimbursement, pharmacy and referral sources/payers.

## **Essential Duties and Responsibilities**

1. Develop new referring accounts
2. Maintain referral relationship with existing accounts.
3. Consult with dialysis center staff on patient identification and formula selection.
4. Coordinate referral processing activities with dialysis centers, physicians, referral intake, reimbursement, pharmacy and payers, as directed.
5. Provide clinical assessment services for referred patients and clinical monitoring services for patients receiving therapy.
6. Maintains accurate documentation on all patient, referral source and payer interactions.
7. Maintain proficiency in the principles of nutrition support and the practice of clinical dietetics.
8. Assist reimbursement department in obtaining/producing documents needed to properly bill and collect for services.
9. Represent company at professional conferences and meetings.
10. Conduct himself/herself in an appropriate and ethical manner which will elevate the image of their profession and the company.

## **Other Job Functions**

*Performs other related duties as assigned or requested.*

## **Scope of Position Responsibilities**

For Funds, Costs or Profits: NA

For Supervision: NA

For Internal and External Relationships: Primary sales contact for Company's products to physicians, hospitals, clinics, managed care organizations and case managers. Works closely with NAMs on managed care contracts.

For Organization Influence: Account management and sales activities. Promoting and selling company' product lines

Limits of Authority: Works under general supervision of ASM/AVP Sales, whichever is applicable

## **Job Qualifications**

Required Education and Experience: Bachelors Degree Nutrition, Dietetics or related field and 5 + years sales or nutrition management experience.

Current Memberships for Council on Renal Nutrition and American

**JOB TITLE**

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Preferred Education and Experience: Dietetic Association  
Masters Preferred  
Certified Nutrition Support Dietitian

**Licenses and Certifications-**

Registered Dietitian (RD) and license ( if applicable); valid drivers license & personally owned/leased vehicle with suitable auto insurance

**Additional Skills**

- Ability to understand and negotiate complex business relationships
- Access to significant levels of confidential information
- Analyze information and target trends
- Compose letters and memoranda
- Handle multiple tasks
- Intermediary with internal and external customers
- Maintain proper documentation Sales and New Business Development
- Travel
- Problem solving
- Strong attention to detail
- Strong written and verbal communication skills
- Strong time management skills
- Well developed interpersonal skills

**Computer Skills**

Microsoft Windows Applications Word, Excel, PowerPoint, Outlook

**Working Conditions/Physical Demands**

- Normal Office Environment
- Occasional exposure to warehouse
- Available to work unusual hours as required
- Some bending and reaching
- Department of Motor Vehicle periodic record check
- Driving a motor vehicle
- Flexible schedule
- Frequent telephone usage
- Lifting between 10 and 25 pounds,
- Occasional pushing and pulling
- Travel
- Manual dexterity (use of hands and arms)

Employee:	_____	Date:	_____
Immediate Supervisor	_____	Date:	_____
Sr. Management	_____	Date:	_____

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*