

MAJOR RESPONSIBILITIES AND DUTIES

Job Knowledge:

- Generates reports from 340B software to gather and analyze data.
- Audits 340B-qualified transactions to assess customers' compliance in the 340B Drug Discount Program.
- Verifies patient, provider and drug eligibility.
- Confirms drug charges are captured properly throughout all eligible locations and assesses purchasing eligibility based on qualified drug utilization.
- Responds positively and productively to coaching, mentoring and feedback from pharmacy leadership and our customers.
- Completes all training modules and materials in a timeframe established by pharmacy leadership.

Customer Service:

- Positively represents Health Enterprises to our customers.
- Participates in month/quarterly report review with customers via WebEx sessions.

Compliance:

- Reviews and identifies compliance issues discovered during audit sampling.
- Compiles 340B monthly compliance reports.
- Attends 340B conferences/seminars and routinely monitors OPA and other industry related websites/publications for the latest information regarding interpretations, rulings and suggestions.
- Adheres to all HIPAA, HITECH and Health Enterprises security policies and regulations.

Referral Capture (when assigned):

- Generates reports from Third Party Administrator to analyze possible referrals.
- Audits possible referrals within customers Electronic Medical Records.
- Creates a list of recommendations for Customer regarding patient transactions missing required information to convert to an eligible 340B transaction.
- Captures referrals within Third Party Administrator software.
- Creates Referral Capture documentation and creates report for customer and Health Enterprises, LLC.
- Reviews Referral Capture documentation with customer through WebEx if requested.

All other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. "Major Responsibilities and Duties" are intended to describe those functions that are essential to the performance of this job. "Additional Duties," if any, include those that are considered incidental or secondary to the overall purpose of the job.

This position description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees in this job will be required to perform other job-related duties as requested by management. All requirements are subject to change over time. They are also subject to possible modification to reasonably accommodate individuals with a disability.

I acknowledge that I have read and understand this job description. My signature below (whether written or electronic) certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions.

340B Program Compliance Analyst

Date

empowerRx Manager

Date