



# HealthEnterprises

## POSITION DESCRIPTION

**POSITION** 340B Compliance Analyst

**JOB STATUS** Full-time  
Non-Exempt

### JOB SUMMARY

Responsible for gathering, evaluating and reporting activity for the 340B Program for Health Enterprises Pharmacy Services customers. Assists 340B team members in auditing customers' compliance with the US Federal 340B Drug Discount Program and other applicable guidelines.

### QUALIFICATIONS

Education & Experience: High school diploma or equivalent. CPhT. Three plus (3+) years of pharmacy experience working with electronic health records preferred. Experience with multiple electronic health record applications preferred. Prior experience with 340B software applications preferred. Working knowledge of inpatient and outpatient pharmacy practices, including the associated policies and procedures of each practice as well as the billing processes.

Knowledge, Skills and Abilities: Ability to develop, maintain and analyze data sets. Ability to meet assigned project deadlines and adhere to reporting procedures and requirements. Excellent analytical and organizational skills. Strong written communication skills. Ability to work independently and follow through on assigned tasks. Proficiency in MS Word and Excel. Must have valid drivers' license and be company insurable.

Essential Functions: Regularly required to use hands, talk and hear. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Requires the ability to sit for long durations, continuously for up to two (2) hours and interrupted up to eight (8) hours. The employee may occasionally lift and/or move up to 10 pounds, and infrequently up to 25 pounds. Successfully pass all IT connectivity requirements from remote home location.

### ORGANIZATIONAL RELATIONSHIPS

Reports to: Senior Manager, Pharmacy Services  
Supervises: None  
Works with: Executive Director, Pharmacy Services; Senior Manager, Pharmacy Services; Manager, Pharmacy Services; Senior 340B Compliance Analyst; HE staff; other pharmacy staff and customers.

**WORKING CONDITIONS**

Work, upon approval from Executive Director, Pharmacy Services, may be performed remotely from a home office setting, and occasionally in a central office environment. Occasional travel to attend required staff meetings, training as well as potential travel to Customer hospital sites. Travel will vary with an average of 5-10%. There is little risk of personal injury.

**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.
- Completes all assigned hospital audits and reports 4 days prior to month end and/or as directed.

**Customer Service:**

- Positively represents Health Enterprises to our customers.
- Present audit findings via Webinar to C-Suite, pharmacy staff members and others.

**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.
- Reviews Referral Capture documentation with customer through video conferencing, 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" include those that are considered incidental or secondary to the overall purpose of the job.

This position 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 willing and able to perform the essential duties and responsibilities of this position. I have also discussed any accommodation that I feel I might need to allow me to perform these essential functions.

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340B Compliance Analyst

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Date

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Senior Manager, Pharmacy Services

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Date