



Pharmacy Programs Assistant

Job Title:

Department: Medical

Immediate Supervisor Title: Pharmacist

Job Supervisory Responsibilities: None currently

General Summary: The role of 340B Pharmacy Technician is vital role in fulfilling the mission of Four Rivers Community Health Center. The responsibilities for serving in this capacity include supporting 340B Contract Retail Pharmacies, while growing and maintaining compliance within the program. As a Federal Qualified Health Care facility, our pharmacy team plays an important role in delivering medication and pharmaceutical care to an underserved community. This may include, but is not limited to immunizations, patient consultation, medication therapy management, and medication cost concerns.

Essential Job Responsibilities:

Duties are:

- Assist with operational activities of the pharmacy team.
- Maintain professional working relationships at all times, with the pharmacy staff, physicians, nurses, and other medical personnel.
- Deliver high quality customer service and be available to patients as needed.
- Maintain a safe and clean department by complying with procedures, rules, and regulations.
- Organize medications for dispense, preparing labels and calculating quantities.
- Provide oversight and audit of inventory related functions to ensure compliance with the 340B program.
- Maintain and review 340B Program policies and procedures on an ongoing basis and provide updates as appropriate to ensure ongoing 340B compliance.
- Perform audit function to ensure adherence to 340B program guidelines and regulations and compliance with 340B program requirements for qualified patients, drugs and locations.
- Monitor and audit state Medicaid claims to ensure compliance to prevent potential duplicate discount rebates.

- Evaluate patient eligibility for qualified and non-qualified patients in mixed-use areas and clinics by reviewing patient medical records, and insurance plans.
- Create and prepare monthly reports of 340B program metrics and financial savings, including analysis of the program and recommendations for improvement.
- Apply analytical methods to review and refine monthly 340B cost savings reports detailing purchasing and replacement practices, as well as dispensing patterns.
- Ensures TPA integrity and reviews applicable reports for areas of improvement.
- Review inventory and monitor medications, including specialty drugs, in accordance with 340B program guidelines.
- Develop and foster working relationships with internal working counterparts (e.x. Finance) to facilitate productive exchanges of information to improve program efficiency and promote program compliance. Provide data, information, and reports as needed for other business units within the organization.

Qualifications

- Certified Pharmacy Technician (CPhT)
- Three years related pharmacy technician experience is required; 340B experience is highly desirable, but not required.
- The successful applicant must demonstrate high quality interpersonal relations, analytical and organizational skills.
- Experience with Microsoft Excel is required.
- Willingness to learn and grow with the organization is pertinent.

Performance Requirements:

Knowledge:

1. Knowledge of business management and basic accounting principles.
2. Sufficient knowledge of policies and procedures to accurately answer questions from internal and external customers.

Skills:

1. Skill in establishing and maintaining effective working relationships with other employees, patients, organizations, and the public.
2. Outstanding attention to detail and excellent time management skills. *This position requires mastery of a large amount of detail.*

Abilities:

1. Ability to create channels of communication to obtain information necessary to perform job task.
2. Ability to recognize individual and system problems and communicate such information to the supervisor
3. Ability to recognize, evaluate, solve problems, and correct errors.

4. Ability to work independently
5. Ability to work collaboratively on projects
6. Ability to conceptualize workflow, develop plans, and implement appropriate actions.

Equipment Operated: Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.

Work Environment: Position is in a well-lighted office environment.

Mental/Physical Requirements: Daily activity is 80 percent sitting and 20 percent walking or standing.

Employee's Signature

Date