

Crusader Community Health Job Description

Job Title: 340B Analyst
Job Status: Non-Exempt
Job Grade: 20-H
Manager Title: 340B Manager

POSITION SUMMARY:

This position supports the 340B Manager in administering, auditing, and ensuring program integrity and regulatory compliance of CCH's 340B program. The 340B Analyst administers the referral prescription capture process, performs periodic audits of the contract pharmacy relationships as well as clinic-administered drugs validating covered entity and patient eligibility, identifies compliance risks, and prevents diversion. The position continuously monitors processes to ensure compliance with 340B regulations and CCH policies and procedures.

ESSENTIAL FUNCTIONS:

- Accountable for demonstrating the qualities outlined in the "The Crusader Way Customer Service Standards of Excellence" program when interacting with patients, their families and friends, and fellow employees.
- Complies with established internal and external policies, procedures, regulations, industry guidelines, HIPAA and safety standards.
- Administers the referral prescription capture process, validating that the patient eligibility criterion is met, CCH retains responsibility for patient's care, and appropriate documentation of eligible referral prescriptions exist. Works closely with the referral and medical teams to review and obtain medical documentation supporting referral prescriptions.
- Maintains referral verification software and contract pharmacy and wholesaler portal setups, including updating system configurations, monitoring acceptance of data feeds, updating eligible provider tables, eligible location/site mapping, excluded NDCs/drugs, etc. Ensures configurations are compliant with CCH policies and procedures as well as HRSA/340B regulations.
- Audits all points of service where 340B participation occurs to ensure compliance with 340B program requirements, including covered entity and patient eligibility requirements and ensures consistent processes are followed. Documents results, coordinates follow-up and remediation of any findings.
- Audits utilization and 340B purchasing records and accumulations to ensure compliance and proper functioning of software.
- Develops, monitors, and presents reports on the 340B program that document utilization, savings, profitability (including profitability of referral prescription capture), problem areas, exceptions, and/or discrepancies.
- Monitors the contract pharmacy portals for potential missed 340B claims, investigates reasons for claim denial/reversal, follows up with 340B partners (contract pharmacy, wholesalers, and ESP) to ensure the proper capture of claims occurred.
- Participates in projects and special initiatives related to 340B, compliance, software optimization, and reporting of program performance.
- Other projects as assigned to support the 340B program, compliance, and risk management.

EDUCATION/EXPERIENCE/TRAINING:

Education:

Associate degree is required

Experience:

- 1-3 years experience in ambulatory care, hospital, public health, pharmacy operations, data analysis, business, finance, accounting, supply chain or auditing
- Strong knowledge of Excel
- Knowledge of database management principles, data analysis, or report writing preferred

Knowledge of:

- 340B program knowledge preferred
- Knowledge of Microsoft Power BI, Microsoft SQL, and IBM Cognos preferred

Technical Knowledge:

- Microsoft Office software specifically Word, Excel, Outlook, PowerPoint and OneNote
- Electronic medical records experience (eClinicalWorks or other systems)
- Office equipment including computers, telephone system, fax machine, and scanners

Ability to:

- Follow CCH policies and guidelines
- Supports the Mission of the organization
- Work independently with minimum/no supervision
- Understand and interpret medical charts and related documentation
- Maintain a keen attention to detail with ability to spot trends and proactively research issues
- Manage multiple tasks simultaneously
- Communicate effectively both verbally and written
- Manage time effectively, follow through on commitments, prioritize work, and respond to changing demands
- Maintain the confidentiality and records of patient data and confidentiality of organizational strategic initiatives you may be exposed to
- Establish and maintain professional working relationships with all levels of staff, clients, external partners, and government agencies
- Excellent interpersonal skills and experience interacting with clinicians and financial personnel

Physical Requirement Form

Job Title: 340B Analyst

Physical Demands	Continuous over 70%	Frequent 40-60%	Occasional 15-39%	Rarely Up to 15%
Sitting	x			
Standing				x
Walking			x	
Climbing				x
Bending				x
Pushing / Pulling				x
Carry / Lift			x	
1-15lbs				
15-30lbs				x
30-50lbs				x
Fine hand / Eye Coordination				x
Exposure to Blood and Body Fluids				x
Exposure to Extreme Heat, Cold, Temp Fluctuations				x
Exposure to Hazardous Chemicals				x
Concentration on Detail	x			
Oral Communication	x			
Written Communication	x			

Crusader Community Health does not require nor does it expect that an employee lift over 50lbs unassisted. Objects in excess of 50lbs should be lifted or moved with mechanical means or a team lift.

Employee Signature: _____ 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. They are representative to the knowledge, skills, and abilities that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.