

SAMPLE JOB DESCRIPTION

Pharmacy 340B Coordinator

I. JOB SUMMARY

The Pharmacy 340B Coordinator acts as a subject matter expert and provides oversight to all 340B Program Covered Entities, ensuring that the program is maximally utilized by all Covered Entities, that related records are complete, accurate, auditable, and that primary objectives as defined by hospital leadership are met. Responsible for day-to-day compliant medication procurement, billing, and inventory management to ensure compliance standards are being upheld and that cost savings returns are being realized. Assists with implementation of and adherence to 340B related policies and procedures.

II. DUTIES AND RESPONSIBILITIES

- Shares expertise and assists with training, education, and communication to staff and Program participants regarding updates to 340B policies and procedures.
- Audits all points of service where 340B participation occurs to ensure compliance with 340B program requisites, including entity and patient qualifications and ensure consistent processes are followed across all.
- Audits purchasing records to ensure compliance.
- Audits utilization and 340B purchasing records to ensure software and/or tools are functioning properly.
- Assists with implementation of action plans to correct 340B compliance deficiencies, if indicated.
- Participates in the development of quarterly and annual 340B participation reports documenting utilization, savings, and exceptions or discrepancies.
- Audits of 340B formulary pricing, potential alternatives, and possible additional savings as a result of formulary and 340B prime vendor program on a routine basis.
- Helps to identify companies that offer 340B or equivalent pricing and develop strategies to maximize participation.
- Collaborates with the Information Technology Team on charge description master (CDM) changes for new products, product changes, etc., that ensures the efficiency and accuracy of the charge process.
- Performs audits or compliance assessments of specific areas and specific products to assure the CDM is accurate.
- Utilizes, and maintains a working knowledge of computerized systems, split-billing software programs and specialized equipment and technologies utilized in operations related to the 340B program in collaboration with the Pharmacy 340B Program Manager and Information Services.
- Effectively and continually maintains open lines of communication with all staff and management involved with the 340B program. Provides timely and accurate communication, both written and verbal as appropriate, regarding changes and continuous quality improvement activities, including goals and objectives of the 340B program. Reports any deficiencies identified during auditing and review for appropriate resolution.

III. QUALIFICATIONS

- Bachelor of Science or Bachelor of Arts degree in business or health related field or current unrestricted State Pharmacy Technician licensure and National Pharmacy Technician Certification (CPhT) preferred.
- 2-3 years of 340B Drug Pricing Program experience in healthcare and/or with a healthcare provider is preferred.