



Job Code: 6502

Grade: 21

HCWR: N

Job Title

340B Program Analyst

Department

Pharmacy

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under the direction of the 340B Program Analyst, analyzes all data related to participation in the 340B Program. Prepares and assists in the monitoring, tracking and reporting measurements by conducting audits to ensure program compliance. Analyzes the existing software to identify ways to fully integrate the 340B program. Performs other compliance and auditing functions as assigned

Typical Duties

- Prepares and assists in the monitoring, tracking, and reporting measurements by conducting audits to ensure program compliance
- Analyzes the existing software to identify ways to fully integrate the 340B program
- Monitors the minimum and maximum product levels effectively balance product availability and cost-efficient inventory control
- Monitors orders processes, analyzes invoices, shipping and receiving processes and integrated current prices from wholesalers
- Integrates information from the pharmacy charge master system and facility billing and patient registration processes into the 340B split billing computer system and incorporates the information into auditable compliance processes
- Alerts management and 340B team of non-compliance issues or data discrepancies
- Runs reports and validates data sent to software vendor including drug utilization charge files, claim files, prescriber lists, patient encounter files and patient location restrictions
- Reviews purchasing data to ensure purchases are placed on proper accounts
- Validates files and files management processes
- Creates and analyzes reports to identify opportunities for process improvements and system enhancements that can increase current and future business volume
- Provide input to the preparation of the annual budget as requested
- Performs other compliance and auditing functions as assigned



Minimum Qualifications

- High School Diploma or GED
- Current licensure as a Pharmacy Technician in the State of Illinois (Must provide at time of interview).
- Current certification as a Pharmacy Technician Certification Board (PTCB) or Examination for the Certification of Pharmacy Technicians (ExCPT), (Must provide at time of interview).
- Two (2) years of pharmacy purchasing experience in a hospital environment within the past five years
- Experience with purchasing, inventory control, distribution, and price/cost analysis
- Prior experience working with hospital based 340B programs and report development
- Prior experience with split billing software and electronic medical record
- Proficient with Microsoft Office Suite

Preferred Qualifications

- Bachelor of Science in Pharmacy or PharmD from a college of pharmacy accredited by the American College of Clinical Pharmacy (ACCP)
- Graduated from a college of Pharmacy accredited by the American Council on Pharmaceutical Education or equivalent
- Current and valid license as a Pharmacist in the State of Illinois; license in good standing
- Experience as a Pharmacy buyer/inventory coordinator or relevant purchasing analytics
- Experience with 340B software
- Experience in a union environment
- Knowledge of hospital and pharmacy policies, procedures, and techniques, Federal and State Laws and Regulations and pharmaceutical entities available in the United States market and their proper nomenclatures

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of purchasing, inventory control, distribution, and price/cost analysis
- Working knowledge of Microsoft Office Suite
- Knowledge and understanding of split billing software and electronic medical record (EMR)
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management, and leadership skills
- Strong customer service and empathy skills
- Demonstrates good computer and typing skills
- Demonstrate good phone and email etiquette skills with strong response times
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy, and precision
- Ability to prioritize, plan, and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices



Knowledge, Skills, Abilities and Other Characteristics

- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to train by presenting concepts and demonstrating tasks
- Ability to perform accurate and reliable mathematical and budget estimates
- Ability to see and hear clearly (including with correction)
- Ability to tolerate exposure to unpleasant noise, odor and temperature

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.