

340B Data Specialist

Job Family Description: ADMINISTRATIVE & CLINICAL SERVICES – Reports to: Director of Community Development/Patient Support Programs

This job family provides support to the organization's Center's operations and is an active, valued member of the Kinston Community Health Center. The 340B Data Specialist has to assist the Director and others on the 340B Compliance Team, by maintaining the highest confidentiality in regards to patient care. To perform this job successfully, an individual must be able to perform the duties listed below satisfactorily, understand the needs of the community and translate them to the clinic to meet patient or client demand. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- ▶ Associates degree in a healthcare-related subject, preferably pharmaceutical related. Strong analytical, problem solving and written communication skills. Detail oriented and able to meet deadlines. Strong planning, organizational and critical thinking skills are also beneficial. Must be efficient in analyzing data details, and accuracy, evaluating existing databases and systems, and creating custom solutions.
- ▶ Experience: 3-5 years of pharmaceutical experience, with Community Health Center experience preferred. Knowledge of community-based health care delivery, health care related policies and procedures.

**Work Level/
Administration/
Pharmacy**

Duties

- Develop a thorough understanding of the 340B Program
- Assist with the development of systems and processes to limit program liabilities of the 340B Program.
- Perform proper audits to identify risk and prevent duplicate discounts in the 340B Program.
- Perform proper audits to prevent diversion in the 340B program.
- Will perform audits on a scheduled basis; may involve presenting and resolving reconciliation issues as they arise during the monitoring and reconciliation process.
- Will perform monthly audits of contract pharmacies.
- Will perform monthly self-audits of 340B pharmacy operations
- Ensure compliance with the 340B program requirements for qualified patients, drugs, and locations
- Using the 340B Portico and Kinston Community Health Center EHR, filter out non-eligible transactions, including but not limited to, drugs used to treat patients during inpatient care, Medicaid patients, drugs provided free by manufacturers, those provided at non-eligible locations, or prescriptions written by non-eligible providers.
- Maintains copies of reports for compliance and audit purposes.
- Work with Director of Community Development collaborating with the Pharmacy, Compliance, and 340B Compliance Team to develop monthly, quarterly, and yearly audit metrics.
- Will be involved in any and all 340B program audits.

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Duties

- ▶ Perform multiple tasks, assignments, and projects to meet established quality and time requirements needed for the 340B Program.
- ▶ Possess strong organizational abilities including the ability to work with diverse groups, and maintain the highest ethical standards, particularly with regard to the handling of confidential information.
- ▶ Demonstrate personal responsibility and respect for patients, patients' families, and co-workers in professional appearance.
- ▶ Perform duties in a manner that is culturally and, if applicable, linguistically appropriate.
- ▶ Participate in continuing professional growth through attendance at workshops and professional in-services and through individual research and reading, to include communication skills.
- ▶ Participate in applicable national or regional conferences and workshops to further develop skills and knowledge required for the position.
- ▶ Attend and participate in organized functions of the Center and perform administrative functions as necessary.

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Knowledge, Skills, & Abilities	Core Competencies
<ul style="list-style-type: none"> ▶ Knowledge of principles and practices of Data Analyst. ▶ Projects a professional personal appearance and demeanor while on Center premises or representing the Center. ▶ Knowledge of and ability to interpret and apply related federal, state, and local laws, rules and regulations. ▶ Ability to work independently with minimal direct supervision. ▶ A proficient understanding of the various job functions within KCHC is necessary to resolve team conflicts that may occur with the delegation of certain tasks. ▶ Hardworking and dedicated work ethics ▶ Knowledge of and ability to interpret and apply related institutional policies and procedures. ▶ Ability to communicate effectively verbally and in writing. ▶ Ability to establish and maintain effective working relationships. <p>SUPERVISORY RESPONSIBILITIES</p> <p>None</p>	<ul style="list-style-type: none"> ▶ 1. Communication <ul style="list-style-type: none"> – In addition to using highly developed analytical, technical, computer, oral, and written communication skills, uses high-level persuasion and negotiation skills. ▶ 2. Judgment/Decision Making <ul style="list-style-type: none"> – Provides input into strategic decisions that affect policies, practices, and operations for the 340B Program. ▶ 3. Accountability & Self-Management <ul style="list-style-type: none"> – Has full responsibility for interpreting, organizing, and executing assignments related to the 340B Program. ▶ 4. Supervision <ul style="list-style-type: none"> – Receives limited direction typically related to complex projects/situations. ▶ 5. Problem-Solving & Analysis <ul style="list-style-type: none"> – Is generally expected to interpret and apply institutional policies, manage resources and initiate actions to achieve broadly defined objectives. <p><i>I certify that I have read the entire job description and understand the duties of this position.</i></p> <p>Employee Signature: _____ Date _____</p>

*** The statements described in this job description is the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*