

JOB DESCRIPTION

JOB TITLE:	MC BUSINESS OPERATIONS ANALYST	GRADE:	
FLSA STATUS:	EXEMPT	JOB CODE:	
DEPARTMENT:	PHARMACY SERVICES	LOCATION:	
PREVIOUS TITLE:	NEW	DATE CREATED:	7/10
REPORTS TO:	MC BUSINESS OPERATIONS ANALYST SUPERVISOR	DATE REVIEWED:	3/16

I. General Summary

Under general supervision coordinates, supervises, and provides analytical support on financial and operational issues as requested relating to the health system driven functions. Undertakes special projects as assigned by the Business Operations Analyst Supervisor. Responsible for maintaining the base of knowledge for the department on certain specific and significant Pharmacy programs such as Disproportionate Share Status (340b rules and regulations) and Medicare Parts B/D as they relate to the health-system driven operations. Works with outside vendors and consultants as requested and needed to perform the above duties.

II. Principal Responsibilities and Tasks

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

1. Department's primary focal point for DSH Hospital 340b related information.
 - A. Monitor information received from the SNHPA (Safety Net Hospital Pharmacy Association) and function as a liaison with this lobby group to stay abreast of changes in rules and regulations for the 340b drug acquisition program.
 - B. Attend industry conferences to gather information and keep the Department informed of changes.
 - C. Evaluate current processes for compliance with 340b rules and regulations and provide recommendation to Department Leadership for changes and compliance alerts.
 - D. Processes pharmacy dispensing data and submits to the wholesaler to ensure the availability of virtual 340B inventory for optimal savings.

2. Department's primary focal point for Medicare Part B & Part D related information.
 - A. Monitor information received from the SNHPA and function as a liaison with this lobby group to stay abreast of changes in rules and regulations from CMS and other public/private sources.
 - B. Attend industry conferences to gather information and keep the Department informed of changes.
 - C. Evaluate current processes for departmental compliance with Medicare Part B/D and make recommendations on how best the Department can serve the needs of the organization's goal and objectives with regard to this patient service.

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3. Function as a back up liaison between Finance and the Pharmacy department on certain daily and assigned activities.
 - A. Responsible for providing Finance monthly information and reports on certain Pharmacy transactions and activity levels under the direct supervision of the Business Operations Coordinator.
 - B. Audits Pharmacy Information Drug File for price accuracy to ensure the integrity of pricing calculation for chargeable line items, as defined by the Drug File Coordinator.
 - C. Coordinate with Finance needed transaction analysis to assist in organizational drug pricing.
 - D. Receive record and deposit all checks received in the Pharmacy for refunds, rebates, services, etc., and transmits an accounting of the deposits to Finance.
4. Assists in 340b inquiries related to manufacturers, HRSA, and internal audit. Organize and maintain records so they are easily retrievable. Assists in communication regarding audits.
5. Perform and coordinate internal and self-auditing practices in regards to all 340b operations (ex. Contract pharmacies, etc)
6. Serve as a member of the 340b committee as needed to ensure compliance with local and federal guidelines.
7. Provides business, operational and financial analysis support to include, but not limited to vendor contract proposals, product availability issues, drug returns, policies and procedures, and changes in contracts, etc.
8. Participates on special projects and assigned tasks as requested by the Business Analyst Supervisor.
9. Assists the Business Analyst Supervisor with budget and productivity reporting for the department as requested.

III. Education and Experience

1. Bachelor's Degree in Health Care Administration, Business Administration or a related discipline is required. Post graduate work is preferred.
2. Two years of progressively responsible professional experience in financial and operations analysis is required. Three years experiences would be preferred. Pharmacy related health care administration or analysis would be preferable. Prior experience with 340b is preferred.
3. Microsoft Excel proficiency required. Familiarity with Microsoft Access database development, as it relates to design of queries, forms, reports and macros, preferred.

IV. Knowledge, Skills and Abilities

1. Highly effective written and verbal communication skills are necessary to work with clinical, upper management, administrative and other personnel from multiple medical system departments.
2. Ability to acquire and maintain sufficient knowledge of departmental systems and software to perform duties and responsibilities as required.
3. Demonstrated knowledge of organizational problem solving and analytical skills are required to evaluate and resolve operational issues.
4. General knowledge of pharmacy services is preferred.
5. Ability to work with others on complex issues is required.
6. Proficient computer skills for tracking and evaluating pharmacy department performance and budget information are required.
7. Ability to coordinate efforts with various staff members and disciplines in and outside of the department to meet required objectives.
8. Ability to prepare, analyze, organize and present data.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB

JOB TITLE:	BUSINESS OPERATIONS ANALYST	JOB CODE:		COMPLETED BY:	
DEPARTMENT:	PHARMACY ADMIN	DATE:	3/28/16	MANAGER JOB TITLE:	BUSINESS ANALYST SUPERVISOR

This form is designed to identify the physical demands **essential** to perform the job; the equipment and tools used; and the working conditions. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. See following page for physical descriptors.

PHYSICAL REQUIREMENTS

Check only the boxes which reflect what are essential to perform the physical requirements of the job. If the position does not require the physical demand, leave blank.

PHYSICAL DEMAND	RARELY	OCCASIONAL LY	FREQUENTLY	CONSTANTLY
Walking	X			
Sitting				X
Standing	X			
Reclining				
Carrying	X			
Climbing				
Balancing				
Stooping/ Bending				
Kneeling				
Crouching				

PHYSICAL DEMAND	RARELY	OCCASIONALLY	FREQUENTLY	CONSTANTLY
Crawling				
Reaching	X			
Handling				X
Fingering				X
Feeling				
Talking				X
Hearing				X
Tasting				
Smelling				
Driving				

Check columns and **specify max lbs of force** required.

		MAXIMUM LBS	RARELY	OCCASIONALLY	FREQUENTLY	CONSTANTLY
LIFTING	Exertion of force required when participating in patient care	N/A				
	Exertion of force required when moving an object	5	X			
PUSHING	Exertion of force required to move an object	5	X			
PULLING	Exertion of force required to move an object	5	X			

Check the **vision** requirements for the job

Near Acuity	X
Far Acuity	
Depth Perception	

Field of Vision	
Color Vision	

EQUIPMENT AND TOOLS

Check the items required to perform the essential functions of the job

Standard Office Equipment (e.g. computer, telephone)	X
Power Tools (e.g. saw, drill, hammer)	
Vehicles (please specify)	

Medical Instruments/Equipments (e.g. syringe, forceps, needles, sterilizing aids, catheters, lab tools).	
Other Equipment (please specify)	

WORKING CONDITIONS

Check all that apply

Standard Office Environment	X
Laboratory Environment	
Weekend, shift work, on call, holidays and overtime	
Patients with tendencies for violent outbursts	
Close quarters, crawl spaces, shafts, small enclosed rooms, narrow isles or passageways.	

Wet and/or Humid Conditions	
Extreme temperatures (hot or cold)	
Inclement Weather	
Noise / Vibration	

POTENTIAL EXPOSURES

Bodily Fluids	
Infectious Diseases	
Blood	

POTENTIAL HAZARDS

Mechanical	
Electrical	
Chemical	
Burns (e.g. kitchen)	
Radiation/Radioactive Material	

ATMOSPHERIC CONDITIONS

Fumes/Gases	
Dust	
Poor Ventilation	

Please detail any additional physical demands or working conditions essential to the job: