



Job Title: Clinical Pharmacist
Department: Pharmacy
Reports To: Director of Pharmacy Services
FLSA Status: Nonexempt
Physical Strength: Light (L)

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Prepared Date: December 2020
Approved By: Oksen
Approved Date: Oksen 2020

SUMMARY

This position is responsible for assisting the Director of Pharmacy Services in managing the pharmacy claims processing and Encounter Data function, reviewing and adjudicating pharmacy claims, managing pharmacy prior authorizations and providing appropriate pharmacy services to members. This position is also responsible for managing relationships between PBM and Pharmacy department by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Renders clinical decisions based on Oregon Administrative Rules, Linefinder (prioritized list), Prior Authorization criteria, Step Therapies, and current formulary choices for approval or denial of benefits.
2. Acts as a liaison with pharmacy providers, medical providers, and third-party administrators (PBM) to ensure efficient processing of data and claims.
3. Assists in the management of clinical formulary under the direction of the Director of Pharmacy Services.

JOB DUTIES

- Manages the processing of pharmacy claims through a PBM.
- Analyzes claims for appropriateness of services and interprets benefits in accordance with established contracts.
- Assures that all claims are processed correctly.
- Pends claims for eligibility, referral, coordination of benefits, or medical review.
- Manages pharmacy eligibility, authorizations, and claims processing functions.
- Analyzes pharmacy data for trends and cost analysis.
- Provides clinical pharmacy assessment to Medical Providers and clinical staff.
- Reviews new pharmacy published information as it affects the clinical and financial status of the plan.
- Maintains confidentiality and complies with HIPAA rules and regulations.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.



- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with members and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Pharmacy department in the absence of the Director of Pharmacy Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Pharmacy from four-year college or university and three to five years related experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, members, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Registration as a Pharmacist in the state of Oregon is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those 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.



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Job Description

The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
