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# Example of Pharmacy Analyst Job Description

Our growing company is hiring for a pharmacy analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for pharmacy analyst

* Serve as a liaison between Information Technology and Business functional groups to identify and resolve database issues
* Responds to fax, telephone and web inquiries from physicians and other healthcare professionals
* They must interpret clinical documentation for PA requests, Formulary exceptions, drug alternatives
* Pharmacy vs
* Reviews and issues approvals for non-formulary requests based on Pharmacy and Therapeutics (P&T) Committee and CMS approved criteria for healthcare professionals via the prior authorization system
* Brings any escalated issues/potential denials to pharmacy case managers or medical directors for review
* Prepares benefit approval, denial and additional information needed letters in accordance with plan requirements and regulatory compliance timelines
* Staggered shifts will be required
* Occasional on-call support may be necessary for after hours and weekend coverage
* Supporting pharmacy related applications

## Qualifications for pharmacy analyst

* Minimum five (5) years of general experience in various phases of technology services delivery and/or business process consulting and reporting
* Strong skills in personal computer applications and operating systems including word processing, process diagramming, spreadsheet, presentation, and/or database applications
* Minimum one (1) year of experience with business intelligence software such as Microsoft Visual Studio or other business intelligence applications
* Minimum two (2) years of pharmacy and/or pharmacy information systems experience
* Knowledge of, and experience with, pharmacy claims data and their nomenclatures, including NDC, AWP, PBM, WAC…
* Knowledge of claims reimbursement and how these manifest in claim adjudication and downstream analyses