



Example of Pharmacy Specialist Job Description

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Our growing company is looking for a pharmacy specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for pharmacy specialist

- Efficiently and accurately enters overrides for pharmacy claims
- Meets or exceeds aux code standards for the department
- When assigned, assists in the payment of claims for both members and pharmacies while maintaining accuracy standards
- Completes and analyzes specialized reports that are used to ensure timely and accurate claims adjudication
- Works closely with the operation and pharmacy teams to educate the staff and resolve problems
- Maintains the confidentiality of member's personal information to be compliant with internal confidentiality policy
- Maintains customer history in member tracking using correct codes and detailed comments
- Collaborate with Business and Support Partners across the organization to drive both short term and long-term Rx inventory management solutions
- Execute day-to-day Rx inventory support activities and react to business issues and needs as they arise
- Support the Field Managers and Pharmacists in all processes, issues and rollouts as they relate to Rx Inventory Management

Qualifications for pharmacy specialist

- Proven research capabilities utilizing written and computer reference materials, including facility library reference materials, professional references, Intranet and Internet sites and outside reference facilities

- Able to facilitate Root Cause Analysis and Failure Modes Effects Analysis on issues identified for evaluation/education
- Able to handle stress relative to rush projects and meeting deadlines, work under pressure in a highly productive office, and set priorities
- Able to support implementation of departmental and organizational process changes, policies and procedures, and audits
- Proficient in KPNW systems, including Pandora and KP HealthConnect