



340B Specialist

Job Requisition #21-0019
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours per Week: **20**
Status: **PT (0.5 FTE)**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. Since 1971, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. Our positive, mission-minded staff make CHCB a great place to work!

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and are especially interested in candidates who can contribute to the diversity and excellence of the organization. We offer a generous benefits package to eligible employees and a competitive minimum hourly wage for entry-level positions.

Position Summary

The 340B Specialist will be responsible for the 340B Pricing Program and limit program liabilities while maximizing the benefits of this program. This position is responsible for program oversight, monitoring, auditing, maintaining, compliance and analysis of the 340B Drug Pricing Program while providing proper documentation for audits and identifying risk.

Basic Qualifications

Education & Experience:

- Bachelor of Science degree in business, accounting, management, engineering or related field.
- Certification of completion for the Apexus 340B Program or ability to obtain within one year of employment.

Knowledge, Skills and Ability

- Minimum 3 years of finance/accounting experience.
- Must be proficient with MS Office products.
- Strong written and oral communication skills.
- Understanding of auditing and compliance processes preferred.
- Health care experience preferred.

Essential Duties

- Works collaboratively and develops internal relationships with departments and managers, external relationships with third party administrators and pharmacies.
- Engage with senior leadership and participates in the decision-making processes.
- Serves as the organizations compliance expert on 340B regarding program details, policies, and procedures.
- Modifies and assesses 340B policies with most up to date rule changes in accordance with state, federal, and system requirements.
- Attends regular 340B trainings to maintain knowledge of policy changes that affect the program.
- Responsible for ensuring completion and accuracy of HRSA recertification and HRSA 340B OPAIS
- Develops, executes, and documents self-audit of the 340B process of all contract pharmacies quarterly. Coordinates and ensures remediation of findings.
- Serves as the point person and coordinator for all external audits related to the program.
- Evaluates patient eligibility by reviewing patient medical records and insurance plans to ensure entity eligibility requirements are met.
- Evaluates all current and future contract pharmacy opportunities, including contract language, fee structure, and data setup.
- Assesses opportunities for cost savings and business improvements in 340B contract pharmacy utilization.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org
The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.
Learn More! See our Website at www.chcb.org/careers/positions-available