



Job Description – 340B Program Manager

Reports To: Executive Director

FLSA Status: Exempt

Purpose:

The 340B Program Manager manages 340B compliance with federal regulations and HRSA guidelines, develops policies and procedures, performs ongoing analysis and audits of the Program and data validation to ensure accurate and optimal performance. This role manages relationships with wholesalers and contract pharmacies and coordinates operational efforts around the Program, as well as managing a team of Health Care Advisors (HCAs). The 340B Program Manager participates in development and roll out of additional program opportunities, and creates program reports for the Leadership team, among other duties. The 340B Program Manager has the exciting opportunity to further develop this Program and help it grow to support services for low-income and vulnerable populations in our community.

Accountability:

The 340B Program Manager reports to the Director of Finance

Job Duties / Responsibilities:

- Oversees and validates work performed by Health Care Advisors who oversee the current 340B Program
- Serves as the organization's internal subject matter expert on 340B Program rules, regulations, guidelines, details, policies, and procedures
- Continually shares 340B Program expertise with staff across departments to ensure ongoing compliance and program integrity at HHC and affiliated sites.
- Develops and maintains internal and external relationships, including contract pharmacies, 340B drug wholesalers, affiliates
- Ensures that policies and procedures are developed, implemented, routinely reviewed, and updated, and maintained according to organizational, regional, state, national, and federal requirements, and guidelines
- Trains, educates, and communicates with internal and affiliates' staff about the 340B program
- Regularly communicates with staff involved in the 340B program to ensure processes remain compliant and efficient. Addresses any issues that arise
- Proactively monitors and assesses 340B guidance and/or rule changes, ensuring that the organization remains compliant
- Regularly monitors HRSA 340B OPAIS for accuracy
- Ensures that any new associated sites are registered accurately and within the allowable timeframe
- Proactively manages grant status to ensure ongoing eligibility.
- Develops, executes, and documents self-audits of the 340B program and ensures findings are remediated
- Monitors compliance of all contract pharmacies, documenting results and addressing any findings
- Reviews and monitors all points of service that participate in the 340B program to ensure compliance with policies and procedures, covered entity eligibility, and patient eligibility
- Monitor's utilization records and 340B purchasing accounts to ensure software tracking tools are working properly and accurately, performing audits or compliance assessments as needed.

- Monitors 340B compliance and workflow processes
- Conducts and oversees monthly 340B audits to verify adherence with the 340B program guidelines and policies
- Serves as the organization's coordinator for all 340B audits. Coordinates all requests and responses
- Responsible for maintaining monthly internal auditing records, to ensure compliance
- Maintains all 340B related contracts in an organized and accessible manner
- Manages relationships, billing, and compliance with contracted 340B pharmacies
- Develops monthly and annual 340B program reports for agency leadership that clearly document utilization, savings, inventory, problem areas, and exceptions or discrepancies.
- Ensures compliant maintenance of 340B Program records
- Tracks, trends, and reports 340B pharmaceutical sales and purchases data to ensure provider/physician and patient eligibility.
- Routinely monitors utilization records and 340B purchasing accounts to ensure that software or tools are working properly
- Attends to other initiatives and goals as assigned

Knowledge, Skills, and Abilities Required

- Ability to function independently with little supervision
- Knowledge of medical and 340B terminology
- Proficient in Microsoft Office applications with Strong Excel skills
- Exercises consistently sound judgment
- Strong customer service and problem-solving skills
- Seamlessly handles changing priorities
- Ability to organize priorities and perform multiple tasks simultaneously and efficiently
- Promotes a positive, collaborative work environment
- Demonstrates cultural sensitivity, including the unique needs of the LGBTQIA++ community, communities of color, and other marginalized and/or vulnerable populations

Required Education / Experience

Bachelor's Degree in Accounting, Finance, Business, or Healthcare related field, from a regionally accredited college or university. Apexus ACE certification (or the ability to obtain Apexus ACE certification within 90 days of hire) strongly preferred.

Minimum three (3) years of experience in a combination of the following areas: 340B Program auditing, 340B Implementation/Coordinator or management; compliance with government regulations; auditing; project management.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.