DEPARTMENT OF PHARMACY SERVICES JOB DESCRIPTION

<u>Job Classification:</u> Manager of Program Operations <u>Class Code:</u>

Working Title: Pharmacy Revenue and Compliance Manager

Responsible To: Director Purchasing and Specialty Pharmacy Services

Summary: The Pharmacy Revenue and Compliance manager is responsible for

maintenance and enhancement of revenue and its associated compliance activities within Pharmacy Services. The position requires collaboration

with Finance, Billing, Compliance, and Patient Care Services.

Responsibilities:

• Provides professional leadership as the manager for revenue cycle and billing compliance programs within Pharmacy Services.

- Ensures routine review and reporting related to revenue cycle management.
- Reviews, analyzes and implements process improvements in operational areas related to billing compliance and payer contracts.
- Ensures optimization of revenue capture.
- Works with Finance departments to ensure appropriate pricing and reimbursement of Pharmacy Services.
- Establishes and monitors policies and procedures related to cash management and billing compliance. Ensure the effective implementation of adopted policies and procedures.
- Streamlines systems in partnership with Pharmacy and Patient Financial Services.
- Develops and produces routine reports to ensure close monitoring of revenue cycle. Prepare
 management reports that provide Pharmacy leadership with timely and relevant information
 on all aspects of revenue, compliance and audit issues.
- Manages system improvement activities when variances occur.
- Works with Pharmacy Compliance and Audit Manager and Compliance Officers to plan routine audit functions related to billing compliance.
- Participates in teaching activities for Pharmacy residents and students.
- Maintain patient confidentiality according to Medical Center standards.
- Adhere to Pharmacy Services and Medical Center policies and procedures.
- Perform related duties as required.

Qualifications:

- 1. Master's in Business Administration or Master's degree in a health care related field.
- 2. Pharmacy experience preferred.
- 3. Strong understanding of hospital operations and financial and billing systems.
- 4. Excellent oral and written communication skills

Original 1/2002 Revised: 2/2016

- 5. Demonstrated experience with working with teams in the development and support of all revenue and compliance activities.
- 6. Knowledge of healthcare compliance and patient and data confidentiality rules.

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