



Position: Pharmacy Savings Program Coordinator

Employment Type: Full Time

Starting Pay: \$17.00/hr

TO APPLY: E-mail info@healthplanadvocate.com with a cover letter and resume

Job Description

Join Health Plan Advocate and make a difference in people's health! We act as an advocate for employers and their employees with their health insurance benefits. Our Pharmacy Savings Program helps our clients identify and utilize pharmaceutical manufacturer assistance programs. As a Pharmacy Savings Coordinator, you will be an advocate for our clients' employees to educate them on program requirements, help them enroll, and verify benefits are applied correctly. Your day will include regular phone contact with drug manufacturers, pharmacy benefit managers and our clients' employees. Your strong computer skills will be used in review of medication refills, online research of manufacturer assistance programs, contacting program participants by letter and email, and maintaining a data base of program participants.

Required Qualifications

- At least one (1) year current experience within a retail pharmaceutical setting
- Working knowledge of medical and pharmaceutical terminology
- Outgoing personality and strong interpersonal skills
- Critical thinking and problem solving skills
- Basic mathematical skills
- Excellent organizational skills with a high attention to detail
- Ability to prioritize and multitask
- Excellent computer skills with working knowledge of MS Office, email and internet
- Operating knowledge of office equipment: printers, copiers and fax machines
- Able to communicate clearly, appropriately and concisely in verbal and written formats
- Must follow HIPAA policies and procedures
- Must be a non-tobacco user

Preferred Qualifications

- Certification - CPhT, NHA or PTCB
- Pharmacy Technician License-Any State
- Knowledge of health insurance plans and copays

Benefits

- Health Insurance and Health Savings Account (HSA)
- Life Insurance
- SIMPLE Retirement Plan
- Paid Time Off
- Job Related Continuing Education Reimbursement