

SAMPLE JOB DESCRIPTION

Pharmacy Data Analyst

I. JOB SUMMARY

The primary focus of the Pharmacy Data Analyst is to support the operational efficiency of the Pharmacy Department by coordinating fiscal management activities, performing data analysis, and maintaining departmental statistics and reports. This role is responsible for developing, preparing and maintaining quality data analytics that will be utilized by leadership and management across various settings and promote new opportunities for the organization, thus enhancing efficiency and resulting in optimal revenue. Data base development, project management, cost accounting, and IT skills will be employed to work with clinical pharmacists, residents, medical staff, and pharmacy administration.

II. DUTIES AND RESPONSIBILITIES

- Publish quality analytics to include weekly or monthly dashboards, productivity, ad-hoc projects, and/or KPI used by directors and managers to improve processes and maintain a pulse of daily operations. Emphasis on development and maintenance of operational reports.
- Assure that billing procedures performed by the department are accurate and timely.
- Coordinate with Financial Services to review underpayments or denials.
- Assure charges are handled correctly and facilitate the addition, deletion or correction of charges to the chargemaster as needed.
- Assure utilization of all available indigent care programs for inpatient and outpatient administration of medications.
- Incorporate industry benchmarks to illustrate baseline metrics and current state when publishing charts, graphs, pivot tables and other diagrams.
- Monitor purchases for contract compliance and accurate pricing.
- Assist with contract compliance and identify savings opportunities. Relay those items to Pharmacy Manager & Inventory Buyer to implement changes when possible.
- Monitor monthly budget variance, identify significant activity.
- Generate a year-end report of budget versus expended dollars based on reconciliation of budget with the general ledger, for each cost center by account.
- Compile data, profile comparisons and generate reports related to current expenses to serve as the basis for the asking budget.
- Participate in improvement initiatives, and develop data extracts needed to identify weakness and opportunities that will enhance patient satisfaction, organizational growth and net revenue.
- Reconcile department current expenditure documentation with the hospital general ledger and rectifies errors within 30 days.
- Interact with hospital purchasing, materials handling and other departments responsively and productively to promote efficient systems interface and problem resolution related to fiscal and clinical management.
- Support Pharmacy and Therapeutics Committee functions by providing financial data to be used in the drug evaluation process, including opportunities for therapeutic interchange of medications.
- Participate in the education of other health-care professionals as it pertains to appropriate use and billing of medications.
- Assure compliance with 340B program requirements of qualified patients, drugs, providers, vendors, payers, and locations.

- Maintain system databases to reflect changes in the drug formulary or product specifications. Assure appropriate safeguards and system integrity.
- Monitor ordering processes, integrating most current pricing from wholesaler, analyze invoices, shipping, and inventory processes.
- Maintain detailed documentation pertaining to routine operational analytics, source of truth and education of the data design with peers to promote cross-coverage and visual aids. Assist with implementation of new analytic software and data validation.

III. QUALIFICATIONS

- Bachelor degree in Information Technology, Business Management, Finance, Accounting, or Hospital Administration or the equivalent combination of education and experience
- Strong analytical skills required
- Two year experience in a professional capacity in healthcare (preferably in pharmacy).
- Direct experience in data analysis and/or health care planning background preferred.